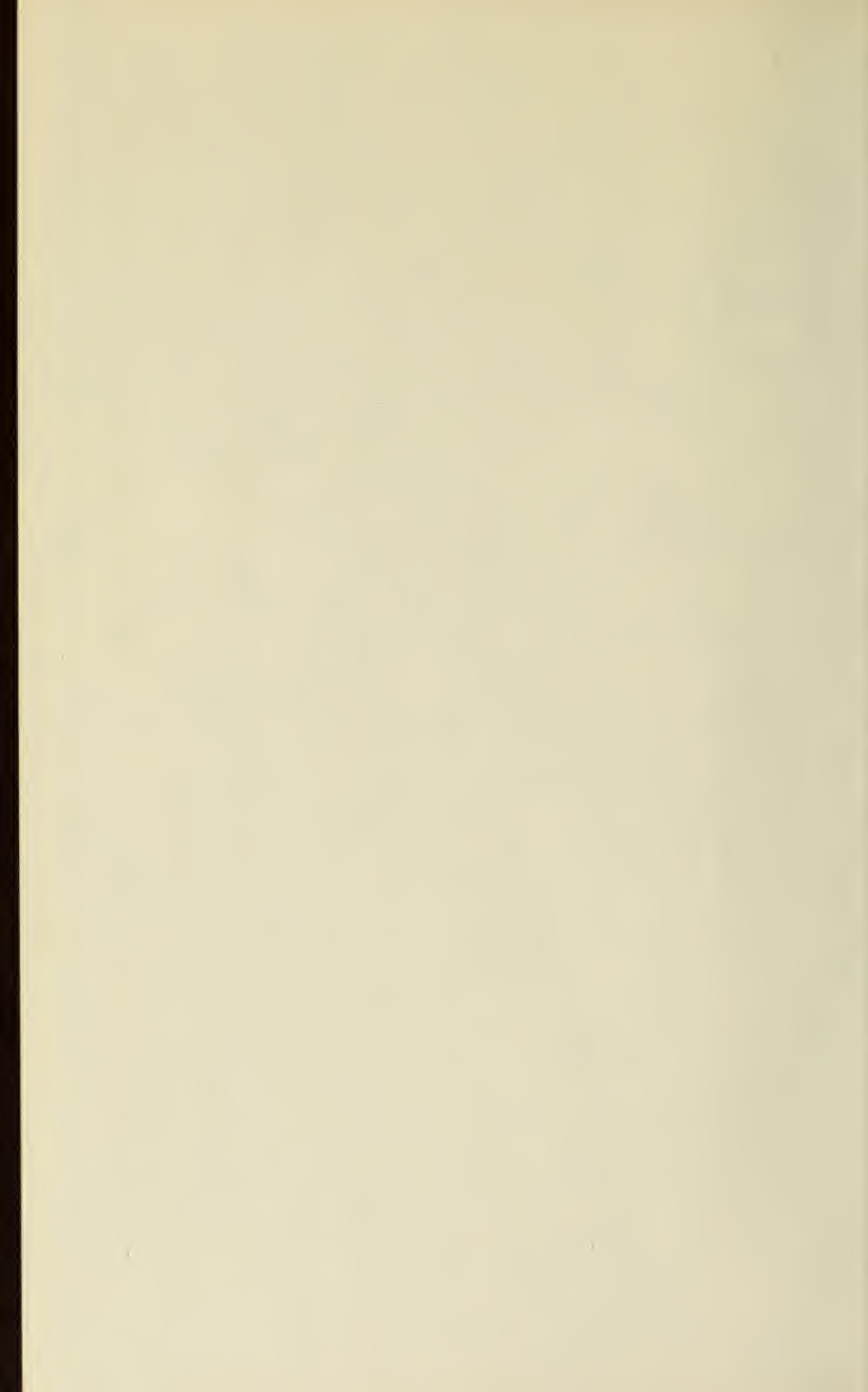


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BULLETIN OF

Armstrong College
of Savannah

Savannah, Georgia

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1956 - 1957

SUMMER

FALL

WINTER

SPRING

BULLETIN OF
Armstrong College
of Savannah

A City Supported Junior College
SAVANNAH, GEORGIA



18347

Membership In

American Association of Junior College
Southern Association of Colleges and Secondary Schools
Association of Georgia Colleges
Georgia Association of Junior Colleges

VOLUME XXI

NUMBER I

ARMSTRONG COLLEGE
LIBRARY

CALENDAR FOR 1956-1957

Summer Session

Evening College 1956

FIRST TERM

Registration	Monday, June 18
Classes begin	Tuesday, June 19
Last day to register for credit	Friday, June 22
Holiday	Wednesday, July 4
Mid-term reports due	Friday, July 6
Examinations	Thursday, July 26

Second Term

Registration	Monday, July 30
Classes begin	Tuesday, July 31
Last day to register for credit	Friday, August 3
Mid-term reports due	Friday, August 17
Examinations	Friday, September 7

FALL QUARTER

Freshman testing and sophomore counseling	Monday, September 17
Freshman orientation and registration	Tuesday thru Friday, September 18-21
Registration	Monday, September 24
Classes begin	Tuesday, September 25
Last day to register for credit	Friday, September 28
Mid-term reports due	Friday, October 26
Pre-registration for winter quarter	Monday thru Wednesday, November 19-21
Thanksgiving holidays	Thursday thru Sunday, November 22-25
Examinations	Monday thru Wednesday, December 10-12
Homecoming	
Basketball game	Saturday, December 15
Reception and dance	Friday, December 21
Christmas holidays	Thursday, December 13 thru Tuesday, January 1

WINTER QUARTER

Registration	Wednesday, January 2
Classes begin	Thursday, January 3
Last day to register for credit	Tuesday, January 8
Mid-term reports due	Friday, February 1
Pre-registration for spring quarter	Monday thru Wednesday, February 25-27
Examinations	Wednesday thru Friday, March 13-15
Spring holidays	Saturday thru Wednesday, March 16-20

SPRING QUARTER

Registration	Thursday, March 21
Classes begin	Friday, March 22
Last day to register for credit	Wednesday, March 27
Mid-term reports due	Friday, April 26
Pre-registration for summer and fall quarters	Monday thru Wednesday, May 13-15
Examinations	Monday thru Wednesday, June 3-5
Sophomore beach party	Friday, June 7
Graduation	Monday, June 10

Administration

The College Commission

HERSCHEL V. JENKINS	Chairman
VICTOR B. JENKINS	Vice Chairman
JACK E. CAY, JR., <i>Ex-Officio</i>	HERBERT L. KAYTON
WILLIAM A. EARLY, <i>Ex-Officio</i>	LEE MINGLEDORFF, JR., <i>Ex-Officio</i>
H. LEE FULTON, JR., <i>Ex-Officio</i>	JOHN F. PIDCOCK, <i>Ex-Officio</i>
JOSEPH H. HARRISON	DR., HELEN SHARPLEY
FRED WESSELS, JR.	

Administrative Staff and Faculty

FOREMAN M. HAWES, A.B., M.S.	<i>President</i>
ARTHUR M. GIGNILIAT, A.B., M.A., Ph.D.	<i>Vice-President and Director of the Evening College</i>
JULE C. ROSSITER, Associate in Arts	<i>Secretary & Treasurer</i>
M. LORRAINE ANCHORS, A.B., M.A.	<i>Registrar</i>
W. ORSON BEECHER, A.B., M.A., Emory University; M.A., University of Georgia	<i>Instructor in History</i>
JANE BLAND, Associate in Arts, Armstrong College of Savannah	<i>Clerical Assistant in the Registrar's Office</i>
**STEPHEN P. BOND, B.S. in Architecture, Georgia Institute of Technology.	<i>Instructor in Engineering Drawing</i>
MINNIE MCG. CAMPBELL, Diploma from the Banks Secretarial School	<i>Clerical Assistant in the Registrar's Office</i>
ARTHUR W. CASPER, B.S., Beloit College; M.S., University of Wisconsin; M.S., University of Georgia.	<i>Instructor in Mathematics and Physics</i>
LAMAR W. DAVIS, B.S. and M.S., University of South Carolina; Certified Public Accountant	<i>Instructor in Business Administration</i>
JOSEPHINE SIMMONS DENMARK, B.S., Georgia Teachers College; M.S. in H.E., University of Georgia	<i>Instructor in Home Economics</i>
ROSSITER C. DURFEE, A.B. and M.A., Stanford University	<i>Instructor in English and Director of the Masquers</i>

** Part Time Instructor

JOSEPH W. GREEN, A.B., Birmingham-Southern College; M.A., Vanderbilt University; Graduate Study toward a doctorate, Vanderbilt University

Instructor in English

**HUBERT HAWTHORNE, Retired Mechanical Engineer from the Central of Georgia Railway

Instructor in Engineering Drawing

ELIZABETH OGLETREE HITT, Attended Armstrong College
Clerical Assistant in the Registrar's Office

ESSIE DUNCAN JENKINS, Owensboro Business College, Kentucky
Instructor in Typing

ALBERT J. KELLEY, M.D., Visiting Lecturer

JOSEPH I. KILLORIN, A.B., St. Johns College; M.A., Columbia University
Instructor in History

MARGARET SPENCER LUBS, B.M., Converse College; A.B., University of Georgia; M.A., Columbia University
Instructor in French and English

VIRGINIA MATTSON, Dickinson College, Junior College Certificate
Assistant to the Librarian

ELMO M. MCCRAY, JR., B.S. and M.S., University of Alabama
Instructor in Biology

HELEN MEIGHEN, Taylor's Business College
Secretary to the Vice-President

**ELIZABETH KOCII MITCHELL, B.S., University of Alabama; Graduate Certificate in the Management Training Program, Radcliff-Harvard College

Instructor in Mathematics

JOHN MORRIS, B.S. in Engineering, Princeton University; M.S. in Chemical Engineering, Georgia Institute of Technology
Instructor in Chemistry

MARJORIE A. MOSLEY, Associate in Finance and Commerce, Armstrong College of Savannah
Secretary to the President

GEORGE NICHOLS, Attended Richards' Business School
Clerical Assistant in the Business Office

** Part time instructor

JACK H. PADGETT, A.B., Wofford College; M.A., University of North Carolina

Instructor in Mathematics

JAMES HARRY PERSSE, B.F.A., University of Georgia; Master of Music, Florida State University

Director of the Glee Club and Faculty Advisor for Student Publications

ELIZABETH POUND, Georgia State College for Women, State Teachers College

Director of the Student Center

JO ANNE ROUKOS, Certificate in Secretarial Course, Armstrong College of Savannah

Clerical Assistant in the Business Office

JANE THOMAS ROWLAND, A.B., Bessie Tift College; M.S., Emory University

Instructor in Biology

RAY ROWLAND, A.B., Mercer University; Master of Librarianship, Emory University

Librarian

ROY JESSE SIMS, B.S., David Lipscomb College; M.S., University of Tennessee

Instructor in Physical Education for Men and Basketball Coach

ROBERT I. STROZIER, A.B. and Graduate Study, University of Georgia

Instructor in English

DOROTHY THOMPSON, A.B., Monmouth College; M.A., Northwestern University; Certificate of Psychiatric Social Work, Western Reserve University

Instructor in Psychology and Sociology

*CARMEN TORRIE, B.S., Concord College; M.S., University of Tennessee

Director of Athletics and Instructor in Physical Education

DOROTHY MORRIS WADE, B.S., University of Tennessee

Instructor in Physical Education for Women

GLADYS NICHOLS ZILCH, Diploma from the Gregg School of Chicago

Instructor in Commerce

* Leave of Absence

Armstrong Evening College Instructors

- TOMMY W. ADAMS, B.S. in Business Administration, Berry College
Instructor in Commerce
- MARIAN ANDERSON, B.A., Texas State College for Women; M.A. Columbia University
Instructor in English
- WESLEY W. APPLE, B.S., Carnegie Institute of Technology
Instructor in Mathematics
- ROBERT B. BLACKMON, B.S., Clemson College
Instructor in Mathematics
- ERDMAN BOWE, A.B., Randolph-Macon Woman's College; M.A. Columbia University
Instructor in Geography
- SAMUEL A. CANN, A.B., L.L.B., University of Georgia
Instructor in Political Science
- DAVID B. COMER, B.A., Tulane University; M.A., Tulane University; Ph.D., Duke University
Instructor in English
- JAMES CHARBONNIER, A.B., B.S., Geneva College, Geneva University, Switzerland; B.D., Drew University; A.M. Yale University; Doctor of Letters, Geneva University
Instructor in French, German and History
- W. HOBART CHILDS, B.S., Wheaton College; Th.B., Th.M., Westminster Theological Seminary; S.T.M., Faith Theological Seminary
Instructor in Mathematics
- PHILLIP E. DALTON, B.A., University of Miami
Instructor in Psychology
- ORLANDO A. DIAZ, B.S., Phillips University; M.A., Phillips University
Instructor in Spanish
- JOHN J. DUNN, B.A., Harvard University
Instructor in English

MICHAEL J. GANNAM, B.A., University of Georgia; M.A., University of North Carolina; LL.B., University of Georgia
Instructor in Political Science

WALTER J. GANS, B.S. in B.A., University of Richmond; M.B.A., Harvard Graduate School.
Instructor in Economics

CLARE B. GRAY, B.A., Florida State University
Instructor in English

FLORENCE F. GOODRICH, A.B., Hillsdale College; M.S.P.H., University of Michigan
Instructor in Health and Sociology

ROBERT G. HATTWICK, B.A., Ohio State University; M.B.A., Ohio State University; Ph.D., Florida State University
Instructor in Psychology

JULIA F. HERING, B.S., Florida State University; M.A., Florida State University
Instructor in History

JOE GARLAND HIGGS, B.S.C.E., University of Tennessee; M.S.C.E., Purdue University
Instructor in Mathematics

ROSA B. HOPSON A.B., Middlebury College; M.A., University of Georgia; Certificate from Sorbonne University
Instructor in French and English

WENDELL M. HOUSTON, B.C.E., Clemson College
Instructor in Mathematics

C. ALLAN INGLESBY, A.B., University of North Carolina; M.A., Emory University
Instructor in History

WARREN RAY JONES, B.C.E., Georgia Institute of Technology
Instructor in Engineering Drawing

MARY HOWARD LEBEY, A.B., Winthrop College; M.S.S.W., University of North Carolina
Instructor in Sociology

HACK L. LUCKY, B.S., Georgia Institute of Technology
Instructor in Mathematics

EDNA LUKE, B.S. in Education, University of Georgia; M.A. in Education, University of Georgia
Instructor in Music

ALBERT R. MARKS, JR., B.S., University of North Carolina; Certified Public Accountant
Instructor in Business Administration

JOHN FLEETWOOD MOORE, Savannah Traffic Bureau
Instructor in Transportation and Traffic Management

JOSEPH C. MULLER, B.B.A., University of Georgia
Instructor in Business Administration

CHRISTOPHER B. MURPHY, Student Beaux Arts Institute and The Art Students' League, New York
Instructor in Drawing and Painting

MARGARET A. MURPHY, A.B., University of Georgia; Advanced Study, Columbia University
Instructor in Ceramics

DON MARTIN, A.B., Manchester College; M. Sc. in Chemistry, Ohio State University
Instructor in Chemistry

LAURA PARKER, B.S. in Education, Georgia Teachers College; M.A. in Education, University of Georgia
Instructor in English

ROBERT A. PORTER, A.B., Duke University; M.S.S.W., School of Social Work, Richmond Professional Institute of the College of William and Mary
Instructor in Psychology

ALAN JAMES ROBERTSON, B.S., University of Missouri; M.A., University of Missouri
Instructor in Business Administration

WILLIAM ROKOFF, B.S., New York University; Graduate Work, The College of the City of New York
Instructor in Business Administration

EARNEST SIEGEL, B.A., Northeastern University; M.S. in S.S., Boston University

Instructor in Psychology

MARY E. SUTTON, B.A., University of Georgia
Instructor in Economics

LOUIS A. THOMPSON, M.B.A., LL.B., University of Georgia; Certified Public Accountant
Instructor in Business Administration

ARDELLE WALDHOUR, A.B. in Journalism; Graduate Work in English, University of Georgia
Instructor in English

JOSEPH ZELNIGHER, A.B., D.D.S., New York University
Instructor in Physical Science



ARMSTRONG
JUNIOR
COLLEGE

General Information

History and Organization

Armstrong College of Savannah was founded on May 27, 1935, by the Mayor and Aldermen of the City of Savannah to meet a long-felt need for a junior college. The first college building was the magnificent home of the late George F. Armstrong, a gift to the city: from his widow and his daughter. The former home, now called the Armstrong Building, is an imposing structure of Italian Renaissance architecture; inside, its spacious rooms and marble halls lend an air of dignity; while outside it is one of the beautiful college buildings in the South.

Over the years, through private donation and public appropriation, the campus has been enlarged until now it includes four additional buildings: the Lane Building, a gift of the late Mills B. Lane, prominent banker; John W. Hunt Memorial Building in which are located the Student Center, the Home Economics Program, the Women's Lounge, the Dancing Studio, and the Music Room; Herschel V. Jenkins Hall, which contains the auditorium and theater for the Armstrong College Masquers, and class rooms; and Thomas Gamble Hall, site of science lecture rooms and laboratories.

Three of the buildings face forty-acre Forsyth Park, the most beautiful park in the city; the other two face Monterey Square, one of the carefully planned squares for which Savannah is famous.

Hodgson Hall, across from Forsyth Park on Whitaker Street, contains the college library as well as the Library of the Georgia Historical Society, to which Armstrong students have access.

The college is under the control of a commission of six members, appointed by the Mayor. In addition, the commission includes as ex-officio members the Mayor, the Chairman of the Chatham County Board of Education, the Chairman of the County Commissioners, the Superintendent of the Board of Education, and the President of the Savannah Chamber of Commerce.

Except for the war years, enrollment has shown a steady increase. At present the total number of students in the day and evening programs is approximately one thousand.

Aims

The college seeks to serve the community by giving the men and women who attend its classes a better understanding of the world in which they live and the experience of adapting knowledge to meet the obligations and responsibilities of citizenship.

The student may complete one or more of the following specific objectives.

1. Complete the freshman and sophomore years of the four-year senior college program leading to the baccalaureate degree;
2. Finish two years of pre-professional work leading toward medicine, dentistry, law, home economics, the ministry and other professions;
3. Graduate from a semi-professional program, prepared to go into business or industry;
4. Complete two years of an engineering program which is transferable for credit to colleges of engineering.

The college awards the degree of Associate in Arts to students completing an approved program.

Admission to the College

A student planning to enter Armstrong will obtain from the Registrar an "Application for Admission Form." The student will complete and return this form to the Registrar's office. *Request the High School Principal, or the College Registrar (in the case of a transfer student), to send a transcript of credits to the Registrar's Office, Armstrong College of Savannah, Savannah, Georgia.*

Having checked the student's records for compliance with the minimum requirements for admission, the Registrar's office will send a notice to the student that he has been admitted to the college, together with certain physical examination forms which must be completed and returned before the student can complete registration. The applicant will be notified of the dates of the freshman placement examinations. These tests do not affect a student's entering Armstrong, but will enable the faculty advisers to assist him in selecting a program of study upon entrance. *Students are required to take these tests before registration is completed.*

Requirements For Admission

There are two methods of admission to Armstrong College: either by certificate or by examination.

By Certificate

1. A candidate for admission to Armstrong College of Savannah by certificate must be a graduate of an accredited high school with at least fifteen units of credit.

2. No subject-matter units are prescribed. The high school program should be of such nature as to give satisfactory preparation for beginning college studies. Subjects which may be expected to contribute to this end are English composition, literature, natural science, history and other social studies, foreign languages, and mathematics. The right is reserved to reject any applicant whose high school program does not indicate adequate preparation for college work.

3. A record of high school credits earned by the applicant should be made out on the proper forms by an official of the high school and mailed directly to the Office of the Registrar. This certificate becomes the property of the college and cannot be returned to the applicant.

4. Two units in high school algebra and one in plane geometry are pre-requisites for admission to the freshman class in engineering.

By Examination

Students beyond high school age, who do not meet the above requirements for admission by certificate, may take the General Educational Development tests (high school level). The student will be admitted to college on the basis of his scores. These tests should be completed at least one week before registration. Additional information may be secured from the Registrar's office.

By Transfer

Credit will be allowed for work done in other institutions of proper rank and standing and in certain cases for training received in the Armed Services. Credit from other institutions will be accepted toward graduation to the extent that the student has a general average of "C" for all college work transferred. To receive a degree from Armstrong College of Savannah, a student must be in attendance taking a normal study load for two quarters earning a "C" average and, in addition, must satisfy the requirements of a particular course of study. Adults (students over 21 years of age) may receive credit for certain college work on the basis of the General Educational Development tests (college level).

Admission of Veterans

Armstrong College of Savannah will accept veterans who are not high school graduates if their official General Educational Development tests show scores that indicate the applicant's ability to do college work. A Certificate of Eligibility and Entitlement (VA Form No. 7-1993) is required of every veteran who attends this institution under Public Law 550 (Korean Bill), application for which may be completed at

the Veterans Administration office in the Industrial Building, Savannah, Georgia. Immediately upon receipt of certificate from the Veterans Administration, the student should contact the Armstrong College Veterans Office regarding processing of certificate and future monthly reports. All veterans attending Armstrong under Public Law 550 should be prepared to pay tuition and fees at time of registration.

Admission of Special Students

Adults who are interested in enrolling in courses for their intrinsic value but who do not wish college credit may be enrolled as special students. Requirements pertaining to entrance examinations, physical examinations, and physical education do not apply to these students.

Transient Students

A student regularly enrolled in another college may register at Armstrong as a transient student with the permission of his dean or adviser. This permission should be obtained in writing prior to registration. For such a student, entrance requirements are waived.

Fees

Tuition will be charged as follows for Armstrong College Courses:

For 11-17 quarter hours—\$55.00

For each quarter hour *less than* 11 quarter hours—\$5.00

For each quarter hour in excess of 17 quarter hours—\$5.00

All Applied Music courses will be \$45.00 per course.

Students will be allowed registration day and the day after in which to complete registration. After these two days, a late registration fee of \$3.00 will be charged on the first day, \$4.00 on the second day and \$5.00 on the third day.

An activity fee of \$5.00 each quarter will be charged all day students who are registered for 10 quarter hours or more. This fee is not charged Evening College students unless they wish to participate in the regular activity program of the college.

Anyone wishing to audit a non-laboratory course (but not receive college credit) may do so with permission of the instructor by paying a fee of \$10.00 per course.

The tuition for University of Georgia Extension courses is \$5.60 per quarter hour. A registration fee of \$1.00 per student per quarter will be charged for University of Georgia Extension courses.

Fees for University of Georgia Extension courses are \$5.00 per quarter hour, or \$25.00 for each five hour course plus a registration fee of \$1.00 per student per quarter. Under the University arrangement with Armstrong College, the College charges a service fee of sixty cents per quarter hour which is paid by the student at the time of registration.

A graduation fee of \$7.50 will be collected from each candidate for graduation.

Any student delinquent in the payment of any fee due the college will have grade reports and transcripts of records held up, and will not be allowed to re-register at the college for a new quarter until the delinquency has been removed.

Each student leaving Armstrong College is entitled to one official transcript of his college work. The charge for additional copies is \$1.00 each.

Students taking laboratory work will be required to pay a fee for materials and equipment. This fee is indicated in the description of courses found under "Course Descriptions" elsewhere in this bulletin.

For cause a student may arrange with an instructor to make up an announced quiz or final examination. The *arrangements* to make up the announced test must be made within one week after the student returns to college.

A fee of \$2.00 is charged for the making up of any announced quiz and a fee of \$5.00 for a make-up final examination, and laboratory examinations, except as shown below. The total charges to any one student for a final make-up examination and/or final laboratory examination in a given subject shall not exceed \$5.00. All fees will be paid to the Business Office.

The conditions under which fees for make-up quizzes and final examinations will *not* be charged are as follows:

- The student was absent
- (1) on official school business.
 - (2) due to illness.
 - (3) because of a death in the family.
 - (4) in observing religious holidays.

The student's reasons for claiming exemption from paying the fee must be presented to the instructor in writing.

Refunds of fees and tuition will be made *only* upon written application for withdrawal from school. No refunds will be made to students dropping a course. The schedule of refunds is given below:

WITHDRAWAL SCHEDULE

	Withdrawal Dates	Amount due to college
First Session	June 18, 19, 20	20% of gross registration fees
Summer Quarter, 1956	June 21, 22	40% of gross registration fees
	June 25, 26, 27	60% of gross registration fees
	June 28, 29	80% of gross registration fees
Second Session	July 30, 31, Aug. 1	20% of gross registration fees
Summer Quarter, 1956	August 2, 3	40% of gross registration fees
	August 6, 7, 8	60% of gross registration fees
	August 9, 10	80% of gross registration fees
Fall Quarter, 1956	Sept. 24, 25, 26, 27, 28	20% of gross registration fees
	Oct. 1, 2, 3, 4, 5	40% of gross registration fees
	Oct. 8, 9, 10, 11, 12	60% of gross registration fees
	Oct. 15, 16, 17, 18, 19	80% of gross registration fees
Winter Quarter, 1957	Jan. 2, 3, 4, 7, 8	20% of gross registration fees
	Jan. 9, 10, 11, 14, 15	40% of gross registration fees
	Jan. 16, 17, 18, 21, 22	60% of gross registration fees
	Jan. 23, 24, 25, 28, 29	80% of gross registration fees
Spring Quarter, 1957	March 21, 22, 25, 26, 27	20% of gross registration fees
	March 28, 29, Apr. 1, 2, 3	40% of gross registration fees
	April 4, 5, 8, 9, 10	60% of gross registration fees
	April 11, 12, 15, 16, 17	80% of gross registration fees

Orientation and Advisement

The counseling and advisement service of Armstrong College of Savannah offers help in solving problems connected with the student's college program.

Students are urged to request help from their instructors when the difficulty is one concerned with the subject itself and having no complications. The areas with which the adviser is usually concerned are choice of vocation, the planning of work in college, study habits generally and personal adjustment to college life. Those problems which do not fit into these general categories either because of greater intensity or critical developments are referable to community agencies outside the college if this is agreeable to the student and his parents or guardians.

The academic advisement of students is distributed among the entire faculty so that each instructor carries the responsibility for a proportionate number of the entire student body registered in the day program. Advisement interviews are scheduled with each student at least once a quarter and appointments for these interviews are mailed from the office of the Registrar. These interviews are designed to aid the student in planning his program of work in college.

Library

The college library of Armstrong College is housed in Hodgson Hall on the corner of Whitaker and West Gaston Streets. All the

materials are readily available to the students since all books are on open shelves. On the main floor is the reference room which contains reference books, non-fiction books, reserve desk and circulation desk. Downstairs is another reading room, containing fiction, biography, books in foreign languages, current and bound volumes of periodicals. The workroom and office of the Librarian are also downstairs.

At the present time the library has more than 14,000 volumes and a collection of pamphlets on subjects of current interest. More than one hundred periodicals are received, including four newspapers. Besides the books, periodicals and pamphlets, the library has a collection of recordings and a phonograph located in the downstairs reading room for the use of the students, faculty and staff.

In addition to the resources of the college library the students have free access to the holdings of the Georgia Historical Society, also housed in Hodgson Hall. This library contains an outstanding collection of materials on Georgia and its history as well as a large collection of materials on Southern history. The holdings of the Historical Society consist of more than ten thousand books, eighty periodical subscriptions, an extensive manuscript collection, and one of the more complete files of Savannah newspapers, dating back to 1763.

ARMSTRONG EVENING COLLEGE

Fully accredited college classes are offered after 6:00 p.m., Monday through Friday. Classes meet one, two or three evenings a week according to the amount of credit the course carries.

Students not seeking degrees may enroll in courses on a non-credit basis.

It is possible to enroll for classes taught on Monday, Wednesday and Friday at 6:00, 7:30 or 9:00 p.m. Students employed during the day are urged to limit their enrollment to one or two courses. Eighteen five-hour courses, or the equivalent, are required for graduation. Students should complete programs of study required of candidates for graduation listed elsewhere in this *Bulletin* under "Curriculums."

The dates for refunds in the case of withdrawal listed elsewhere in this *Bulletin* are applicable. When a student is enrolled in more than one course, no refund is allowed for dropping a single course. Refunds are made only in case of withdrawal from the college.

The cost of tuition, etc., is covered under "Fees". Student activity fees are not assessed evening college students, unless they wish to participate in the regular activity program of the college.

Armstrong Evening College, as successor of the Savannah Branch of the University of Georgia Off-Campus Center, began operation in

June 1951. Veterans are now attending under Public Laws 550 and 894 (Korean Veterans).

Qualified Armed Service personnel, currently on active duty, are attending with their tuition partially defrayed by the services. This is arranged through the unit education officer of the service affected.

Quarterly announcements of Evening College courses, instructors, etc., may be obtained by addressing requests to the Director, Armstrong Evening College, 447 Bull Street, Savannah, Georgia.

Senior College Courses

Through the Extension Division of the University of Georgia, Armstrong Evening College offers upper-division courses which can be taken for credit, satisfying junior and senior requirements for the bachelor's degree. A minimum of one year of residence at the University is required to receive the bachelor's degree. The equivalent of one year of senior college work, however, may be completed through extension classes in residence at Armstrong College for certain degree programs.

Instructors in the extension classes are approved by the heads of the departments at the University of Georgia. These courses then carry University credit and are recorded in the Registrar's office at the University of Georgia. They are University of Georgia courses taught in Armstrong Evening College. (See photostat). The section under "Fees" explains special charges for University of Georgia Extension courses.

In the past, the courses offered have been the core curriculum for the junior year leading toward the Bachelor of Business Administration degree; also, income tax accounting, a second course in business law, personnel administration and other advanced courses in economics and business administration as requested.

Junior and senior courses leading to the Bachelor of Arts degree are offered in English, literature, history, psychology and sociology. Other courses will be added if sufficient student requests warrant.

Courses required to qualify for State Department Teacher's Certificates are sometimes offered as extension classes. Students are limited to 90 quarter hours of residence credit at the junior college level. Another 45 quarter hours of credit may be obtained through senior college extension classes.

Transcripts of credit granted for University of Georgia Extension courses must be obtained from the office of the Registrar, University of Georgia, Athens, Georgia—not from *Armstrong College*. In requesting such transcripts, the student should indicate that the courses were taken at Armstrong College of Savannah through the Extension Division of the University of Georgia.

THE UNIVERSITY OF GEORGIA
OFFICE OF THE REGISTRAR
ATHENS, GEORGIA

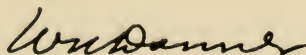
April 28, 1954

TO WHOM IT MAY CONCERN:

This is to advise that any student may use up to a maximum of 45 quarter hours credit completed through correspondence and extension courses toward a degree at the University of Georgia. This may be taken over and above the first two years of work whether these be completed at a junior college or a senior college.

Specifically, we will recognize without question up to 45 quarter hours credit completed in extension courses offered in a joint program sponsored by Armstrong College of Savannah and the Division of General Extension at the University of Georgia.

Cordially,



Walter N. Danner
Registrar

WND:cc

Audio Visual Instruction

Certain classrooms of the college are equipped with screens for the showing of films. In the teaching of English, public speaking, foreign languages and music, visual aids are supplemented by recordings.

Student Assistants

The college employs a number of student assistants each year. These students work in the library, science laboratories, business offices and with the faculty. Those who desire such employment should apply to the staff member who is in charge of the work in which he is interested or to the President of the college.

Scholarships

The scholarships which are available to students are listed below. Application blanks may be secured from the President's office in the Armstrong College. Those who wish to apply for scholarships for the

school year beginning in September should file an application in the Presidents office not later than July 15. All applicants are required to appear before an oral interview board during the month of August. Each applicant will be notified when to appear for this interview.

Commission — 7 for \$100.00 each. (Both men and women eligible).

These are work scholarships. Students who hold these spend a few hours each week as assistants in the library, laboratories or in the administrative offices. In some instances it is possible for a student to earn more than \$100.00 a year.

Arthur Lucas Memorial — 5 for \$100.00 each. (Both men and women eligible).

Junior Chamber of Commerce — 2 for \$100.00 each (Both men and women eligible). One is for a sophomore and one is for a freshman.

Edward McQuire Gordon Memorial — 1 for \$200.00 (Men only are eligible).

Savannah Gas Company Engineering — 1 for \$100.00. (Men only are eligible).

Savannah Gas Company Home Economics — 2 for \$100.00 each (Women only are eligible).

Thomas Mayhew Cunningham Memorial — 1 for \$200.00 (Both men and women are eligible).

Placement Service

The college maintains a placement service for the benefit of employers and students. Anyone seeking part-time employment while in college, or full-time employment after leaving college, should place his name on file with the Business Office.

Commencement Exercises

Commencement exercises are held each year in June. At this time the degree of Associate in Arts is awarded to those students who have met the requirements for graduation, and recognition is given to those who qualify for scholastic honors. The faculty and graduates participate in full academic dress.

Student Center

The college does not operate a boarding department. The Student Center in the Hunt Building is open throughout the day and provides light lunches at reasonable prices. The Center also provides recreational facilities and houses the book store.

Student Activities

The entire program of student activities at the college is designed to contribute to the development of the whole individual and to assist him in becoming an active and helpful member of the community. The college feels that students should take the responsibility for direct-

ing their own affairs. The Senate is the governing student board of Armstrong College. This organization is made up of elected representatives of all student groups. It is the function of the Senate to coordinate, direct and control student organizations and activities at Armstrong.

Athletics

Basketball is the only sport in which the college fields an inter-collegiate team. All other sports at the college are on an intramural basis. Intramural competition is offered in such sports as basketball, volleyball, swimming, football, tennis, softball and ping-pong. All are encouraged to take part in this program.

Physical Education Program

All regular day students, except veterans, are required to participate in a physical education program. Courses are offered each quarter except during the summer. These are listed elsewhere in the catalog under "Course Descriptions."

Publications

The students publish the *Inkwell*, a newspaper, and the *'Geechee*, a yearbook. These afford students an opportunity to express their opinions on a wide variety of topics, to do creative writing and gain practice in other journalistic activities.

The Armstrong College Masquers

The Armstrong College Masquers, with a charter membership of over seventy students, was organized in the Fall of 1950, after the Savannah Playhouse separated from Armstrong College and was re-organized as the Little Theatre, Inc.

The Masquer organization's goal is to furnish enjoyment and appreciation of the drama for both participants and spectators through a balanced presentation of popular and classic theatre.

Masquer membership is open to all students interested in any phase of the theatre: acting, designing, lighting, make-up, costuming, and other production skills.

An affiliate of the Masquers is the Armstrong Radio and Television Workshop, formed to offer interested students an opportunity to develop techniques of radio and television broadcasting.

Glee Club

The Armstrong Glee Club was organized in September 1949. Its members are drawn from the student body and faculty. Besides giving two complete concerts at the college, one at Christmas and one in the spring, the group has sung for many civic groups in Savannah. The Glee Club has also produced musicals with the Armstrong Masquers.

General Regulations

Advisement and Placement Tests

To help a student select a definite objective early in his college program, the Armstrong staff administers to each entering freshman a series of interest, aptitude, and achievement tests. In the fall, these are given during Freshman Week and are scored prior to the student's interview with an adviser. On the basis of these objective measurements, the student's previous record, his interest and his family counsel, the student with the aid of his adviser decides on a program of study which will enable him to accomplish his purpose.

Physical Examinations

Each day student must submit a completed physical examination report on the forms furnished by the college before he can complete his registration. A chest X-ray is also required. On the basis of the examination, the physical education director will adapt a program of training and recreation to individual requirements. This regulation is not applicable to students enrolled in the Evening College.

Course Load

The unit of work for a regular student is 16-17 quarter hours per quarter. A normal schedule of sixteen quarter hours presupposes that the average student will devote approximately forth-eight hours per week to his college classes and to his preparation therefor.

Except in engineering, permission to enroll for more than 17 quarter hours will be granted only to students who have a "B" average for the preceding quarter. The quarter just prior to graduation, a student may take an extra course which is necessary to meet requirements for graduation. No student will be allowed to register for more than 21 hours in any one quarter.

No student will be allowed to take more than 11 quarter hours of work in the Evening College during the fall, winter or spring quarters unless he has better than a "B" average in the last quarter for which grades are available. A student will be limited to 6 quarter hours during any one term of the summer unless he has better than a "B" average in the last quarter of work for which grade are available. All entering students are limited to 11 quarter hours of work in the fall, winter and spring quarters; and to 6 quarter hours of work during any one term of the summer session. Exception may be made in the case of entering students who are not employed.

Admission to Class

Students will be admitted to class when the instructor is furnished an official class card indicating that he has completed his registration and paid his fees in the Business Office.

Conduct

Compliance with the regulations of the faculty and the Armstrong College Commission is assumed. Gambling, hazing, and the use on the campus of intoxicating beverages are prohibited.

Reports and Grades

It is felt by the administration and faculty that students in college should be held accountable for their scholarship. Accordingly, report cards, warnings of deficient scholarship and all such notices are not sent out to parents or guardians by the Registrar except on request. Instead the students themselves receive these reports and are expected to contact their advisers whenever their work is unsatisfactory. Report cards are issued at the end of each quarter. Reports of failing grades are issued in the middle of each quarter. Each student has access to an adviser; in addition, the Registrar and all instructors are available to help any student seeking assistance.

Reports are based on the following system of grading:

A plus	Exceptional	4 honor points per quarter hour
A	Excellent	3 honor points per quarter hour
B	Good	2 honor points per quarter hour
C	Fair	1 honor point per quarter hour
D	Poor	No honor points per quarter hour
E	Incomplete	Incomplete must be removed before mid term of the following quarter
F	Failure	Course must be repeated
W	Withdrew	Course must be repeated
W/F	Withdrew Failing	Course must be repeated

A student who receives an "E" (incomplete grade) should consult his instructor at once and arrange to complete the requirements of the course. An "E" grade which has not been removed by the middle of the succeeding quarter automatically becomes an "F". An "E" grade becomes an "F" if the course is repeated.

A student who receives an "E" grade in the Evening College will have one year in which to complete the requirements of the course. If the "E" grade is not removed within this time, it automatically becomes an "F". An "E" grade becomes an "F" if the course is repeated.

Honors

Students who have been in attendance for three consecutive quarters taking a normal load and achieving an average grade of "B" or

better with no grade below that of "C" will be placed on the Permanent Dean's List. This list is published each June in the commencement program.

Graduates who meet the requirements for the Permanent Dean's List and who are graduating with an average of three honor points per quarter hour, will be designated as graduating summa cum laude (with highest distinction). The designation cum laude (with distinction) will be bestowed upon those meeting the above requirements with an average of two honor points per quarter hour.

A valedictorian will be selected by the graduating class from the five students with the highest scholastic averages in the work completed before the term in which the students graduate.

Students taking a normal load who make a grade of "B" or better in each course during any quarter will be placed on the Dean's Scholastic Attainment List.

Students in the Evening College enrolled for ten or more hours, who earn 15 consecutive quarter hours of credit with grades of "B" or better in each course will be placed on the Dean's Scholastic Attainment List.

Attendance

Students are expected to attend classes as scheduled. Any absence, whatsoever, from class work entails a loss to the student.

A day student who has been absent from class for a valid reason should have the absence excused with a written statement to his instructor who will initial it. The student will then file this form in the Registrar's office. Excuses must be submitted within seven days from the date the student returns to school; otherwise the absence will not be excused. Evening College students must leave excuses for absence in the Evening College office on a special form provided for that purpose.

An Evening College student whose absences for any cause exceed one third of the number of times the class meets in the quarter will be dropped from the class. The student will be given a "W" if at the time he was dropped he had a passing grade; if at the time he was dropped he was failing, he will be given a "WF."

The above regulation is waived only in those cases in which the instructor and the registrar concur.

A student who has unexcused absences equal in number to the times the class meets in one week, and has one additional unexcused absence, will be dropped from class. The instructors will notify the Registrar's office when a student should be dropped. The Registrar's office will notify the student. Grades assigned to those who have been dropped

will be either W or W/F. A student who is dropped within three weeks after the beginning of the quarter will automatically receive a grade of W. A student who is dropped after the 3rd week of the quarter will receive either a W or a W/F depending upon his status at time the student withdraws or is dropped from class.

Students will be charged with absences incurred by late registration in the college as indicated in the current bulletin and these absences carry the same penalty as the other absences from a course.

Attendance at bi-weekly assemblies is required.

Withdrawals

A formal withdrawal, presented to the Registrar in writing, is a pre-requisite for honorable dismissal from, or re-entrance into, this institution. Any student planning to withdraw should immediately make such intentions known to the administration of the college in writing. This notice is required to receive any authorized refunds.

A student should formally withdraw from any class which he discontinues by securing the written approval of the instructor and his faculty advisor. This written approval should be filed in the Registrar's office. Grades assigned to those who withdraw will be either W or W/F. A student who withdraws within three weeks after the beginning of the quarter will automatically receive a grade of W. A student who withdraws after the 3rd week of the quarter will receive either a W or W/F depending upon his status at the time the student withdraws or is dropped from class.

Dismissal

Any day student failing (except in cases excused before examinations on account of illness) to pass at least one course other than physical education in any one quarter will be dropped from the rolls of the college. Any student who fails to make an average of at least 0.6 honor points per quarter hour in all work scheduled during the first three quarters work at the college will not be allowed to re-register. Withdrawal is recommended to all students who have less than a "C" average at the end of the fourth quarter. At the end of the sixth quarter's work a student must have a 0.8 honor point per quarter hour average in order to re-register.

Any student in the evening program seeking credit who fails (except when excused before final examination on account of illness) to pass at least one course in two consecutive quarters will be dropped from the rolls of the college. Any student in the evening program who fails to make an average of at least 0.6 honor points per quarter hour in the first 50 quarter hours of work at the college will not be allowed to

re-register. Withdrawal is recommended to all students who have less than a "C" average at the end of 70 quarter hours of work. At the end of 90 quarter hours of work, a student must have an average of 0.8 honor points per quarter hour in order to re-register.

Students who have been asked to withdraw on account of academic deficiency will be re-admitted to Armstrong if the student goes to another college for one quarter and maintains a "C" average. If a student does not go to another college he may re-register at Armstrong after two quarters. He re-enters on probation for one quarter, during which quarter he must make a "C" average.

Requirements for Graduation

The requirements for graduation from Armstrong College of Savannah are listed below:

1. The student will complete a program of study listed elsewhere in the catalog under "Curriculums" with an average grade of "C." Any exceptions to a program may be referred by a student's advisor to the Committee on Academic Standing.
2. One-third of the work required for graduation will be completed at Armstrong College of Savannah.
3. Not more than one-fourth of the total work required for graduation will consist of correspondence courses and credit for training in the Armed Services.

Candidates for graduation will make application in the Registrar's office two quarters prior to the expected date of graduation.

Recommendations

The recommendations issued by the college are based on the grades the student earns, his student activity record, and the opinions expressed by his instructors on a special student rating form.

The files of the Registrar's office which include all permanent records are consulted regularly by representatives of the Federal Bureau of Investigation, the Civil Service, the local Credit Bureau and other agencies having access to confidential records. A good college record is of vital importance to a student.

Curriculums

General

Before registration, the student should **PLAN A PROGRAM OF STUDY WITH AN ADVISER**. Even if a student knows what courses are required for graduation, he should have on record in the office of his adviser a copy of his program. In order for a student to make any changes in his planned program he must consult his adviser. The adviser and the Registrar will check a student's program and it will be approved two quarters prior to the expected date of graduation.

—The Associate in Arts Degree is conferred upon all students who successfully complete at Armstrong College of Savannah one of the two-year programs outlined in the catalog.

If a student plans to transfer to another institution either before or after graduation, it is essential that he determine what courses must be completed at Armstrong in order to conform with the degree requirement of the institution to which he wishes to transfer.

The Core Curriculum

There are certain bodies of knowledge and certain skills indispensable to every college trained man and woman. The understanding of one's environment and man's struggle to adapt it to useful ends, the ability to communicate his thoughts and feelings: right group-attitudes and coordinated physical activity—these objectives are set up in the following courses required of all students desiring to graduate.

Freshman year: English 14, 15 (114, 115); History 14, 15 (114, 115); ten quarter hours of natural sciences, and Physical Education 11, 12, 13. With permission of instructor, students may substitute Physical Education 14 for Physical Education 12 and Physical Education 23 for Physical Education 13. Library Science 11 is required of all students who fail to pass an entrance examination.

Sophomore year: Sophomore English and three quarters of physical education. Students enrolled in certain terminal courses described below may substitute English 28 for one of the required English courses.

Students graduating in less than the six quarters of the regular session may reduce their physical education requirements accordingly. Physical education should be taken in the proper sequence and two courses should not be scheduled in any one quarter.

SENIOR COLLEGE PREPARATORY PROGRAMS

Concentration Business Administration* First Year

English 14, 15—Freshman English	10
History 14, 15—Western Civilization	10
Physical Education 11, 12, 13	3
Laboratory Science	10
Mathematics 16—College Algebra	5
Library Science 11	1
Mathematics 19—Finance	5
Electives	4

TOTAL 48

Senior College Preparatory Second Year

English 21, 22—Sophomore English	10
Physical Education	3
Business Administration—24, 25—Accounting	10
Economics 21, 24—Principles and Problems	10
Political Science 13—Govt. of U.S.	5
Electives	10

TOTAL 48

Concentration - Engineering Senior College Preparatory

This program will satisfy degree requirements for most types of engineering. The student should obtain a catalog from the senior college he plans to attend and check this program against the requirements. The courses required for the freshman year have been worked out in consultation with the Georgia Institute of Technology.

FIRST YEAR

Chemistry 11, 12—General	10
Chemistry 13—Qualitative Analysis	5
English 14, 15—Freshman English	10
Engineering 11, 12—Drawing	6
Engineering 19—Descriptive Geometry	3
Mathematics 16, 17, 20—College Algebra, Trigonometry and Analytic Geometry and Calculus	15
Physical Education 11, 12, 13	3
Library Science 11	1

TOTAL 53

SECOND YEAR

English 21, 22—Sophomore English	10
Physical Education	3
Physics 21, 22, 23	18
Mathematics 21, 22, 23—Calculus	15
History 14 15	10

TOTAL 56

Concentration - Forestry Senior College Preparatory

A one-year program for students in Forestry. The student should obtain a catalog from the senior college he plans to attend and check this program against the requirements.

English 14, 15—Freshman	10
Mathematics 16, 17—College Algebra, Trigonometry	10
Physics 11 or Physical Science 11	5

* A student should consult the catalog of his prospective senior college for required subjects. Colleges differ as to what subjects are required for this course.

Biology 11, 12—Botany	10
Economics 21—Principals	5
Physical Education 11, 12, 13	3
Engineering 11—Drawing	3
Political Science 13—Government of U. S.	5
TOTAL	51

Concentration - Home Economics

Senior College Preparatory

FIRST YEAR

English 14, 15—Freshman English	10
History 14, 15—History of Western Civilization	10
Physical Education 11, 12, 13	3
Home Economics 10—Orientation: Careers and Personal Development	5
Home Economics 11—Clothing	5
Art 11—Creative	5
Laboratory Science	10
Library Science 11	1

TOTAL 49

SECOND YEAR

English 21, 22—Sophomore English	10
Physical Education	3
Home Economics 12—Family Meal Planning and Serving	5
Home Economics 21—Home Planning and Decorating	5
Home Economics 24—Family Fundamentals	5
Social Studies	10
Science Electives	5
*Mathematics 9 or 16	5

TOTAL 48

Concentration -

Industrial Management

Senior College Preparatory

This program will satisfy degree requirements for the first two years of this field of engineering.

FIRST YEAR

Chemistry 11, 12—General	10
Chemistry 13—Qualitative Analysis	5
English 14, 15—Freshman	10
Engineering 11, 12—Drawing	6
Engineering 19—Descriptive Geometry	3
Mathematics 16, 17, 20—College Algebra, Trigonometry, and Analytic Geometry and Calculus	15
Physical Education 11, 12, 13	3
Library Science 11	1

TOTAL 53

SECOND YEAR

Economics 21, 24—Principles and Problems	10
English 21, 22—Sophomore English	10
Business Administration 24, 25—Principles of Accounting	10
Physics 11, 12—General Physics	12
Mathematics 19—Mathematics of Finance	5
Physical Education	3
History 14, 15—Western Civilization	10

TOTAL 60

* Note admission requirements for Mathematics 9 and Mathematics 16 as stated on pages 58 and 59.

Concentration -**Liberal Arts****Senior College Preparatory**

This program is recommended for candidates for an A.B. degree, pre-education, pre-law, pre-ministerial, journalism, and other pre-professional concentrations.

FIRST YEAR		SECOND YEAR	
English 14, 15—Freshman		English 21, 22—Sophomore	
English	10	English	10
History 14, 15—Western		Physical Education	3
Civilization	10	Two of the following courses	10
Physical Education 11, 2, 3	3	History 25—Recent European	
Laboratory Science	10	Political Science 13—Gov't of U.S.	
Mathematics 16—College		Psychology 21a—Introductory	
Algebra	5	Sociology 20a—Introductory	
Mathematics 17—Trigonometry	5	Economics 21—Principles	
*Foreign Language	10	*Science	10
Library Science	1	Electives	9
TOTAL	54	TOTAL	42

Concentration -**Mathematics****Senior College Preparatory**

A course designed for those students who wish to major in mathematics.

FIRST YEAR		SECOND YEAR	
English 14, 15—Freshman		English 21, 22—Sophomore	10
English	10	Physical Education	3
History 14, 15—Western		Physics 11, 12 or	
Civilization	10	Physics 21, 22, 23	12
Physical Education 11, 12, 13	3	Electives	22
Mathematics 16—College			
Algebra	5		
Mathematics 17—Trigonometry	5		
Mathematics 20—Analytic			
Geometry and Calculus	5		
Chemistry or Biology	10		
Library Science 11	1		
TOTAL	49	TOTAL	47

Concentration -**Medical Technology****Senior College Preparatory**

This program is designed for those students who wish to obtain their first two years toward a Bachelor of Science degree in Medical Technology. An Associate in Arts degree is awarded upon successful completion of the academic program described below:

* A student applying for admission to a senior college which does not require the amount indicated of this subject may, with the approval of his adviser, substitute other courses required by the senior institution during his first two years.

FIRST YEAR		SECOND YEAR	
English 14, 15—Freshman English	10	English 21, 22	10
History 14, 15—History of Western Civilization	10	Physical Education	3
Physical Education 11, 12, and 13	3	Biology 23	6
Mathematics 16	5	Chemistry 13	5
Biology 14, 15	10	Physics 11, 12	12
Chemistry 11, 12	10	French or German	10
Library Science 11	1	Mathematics 17	5
TOTAL	49	TOTAL	51

Concentration -**Physical Education**

FIRST YEAR		SECOND YEAR	
English 14, 15—Freshman English	10	English 21, 22—Sophomore English	10
History 14, 15—Western Civilization	10	Physical Education	3
Physical Education 11, 12, 13	3	Biology 18, 19—Anatomy and Physiology	10
*Mathematics 9 or 16	5	***Physical Education 23—Senior Life Saving and Swimming	2
Biology 14, 15	10	Physical Education 14—Officiating of Basketball	2
Home Economics In—Nutrition	4	Psychology 21a—Introductory	5
Library Science 11	1	Psychology 21b—Experimental	5
**Electives	5	Sociology 21—Marriage & the Family	5
		**Electives	6
TOTAL	48	TOTAL	48

Concentration - Physics**Senior College Preparatory**

A course designed for those students who wish to major in Physics.

FIRST YEAR		SECOND YEAR	
English 14, 15—Freshman English	10	English 21, 22—Sophomore English	10
History 14, 15—Western Civilization	10	Physical Education	3
Physical Education 11, 12, 13	3	Physics 11, 12 or Physics 21, 22, 23	12
Mathematics 16—College Algebra	5	Electives	22
Mathematics 17—Trigonometry	5		
Mathematics 20—Analytic Geometry and Calculus	5		
Chemistry or Biology	10		
Library Science 11	1		
TOTAL	49	TOTAL	47

* Note admission requirements for Mathematics 9 and Mathematics 16 as stated on pages 58 and 59.

** It is recommended that English 28 and Physical Education 20 be taken as elective courses.

*** The student is exempt from this course provided he has a Red Cross Senior Life Saving Certificate.

Concentration - Pre-Dental Senior College Preparatory

This program is designed for those students who wish to prepare themselves for the study of Dentistry after completing three or more years of academic studies. An Associate in Arts degree is awarded upon successful completion of the academic program described below:

FIRST YEAR		SECOND YEAR	
English 14, 15—Freshman English	10	English 21, 22	10
History 14, 15—History of Western Civilization	10	Physical Education	3
Physical Education 11, 12, 13	3	Biology 23	6
Mathematics 16	5	Chemistry 13	5
Biology 14, 15	10	Physics 11, 12	12
Chemistry 11, 12	10	French or German	10
Library Science 11	1	Mathematics 17	5
TOTAL	49	TOTAL	51

Concentration - Pre-Medical**Senior College Preparatory**

This program is designed for those students who wish to prepare themselves for the study of Medicine after completing three or more years of academic studies. An Associate in Arts is awarded upon successful completion of the academic program described below.

FIRST YEAR		SECOND YEAR	
English 14, 15	10	English 21, 22	10
History 14, 15	10	Physical Education	3
Physical Education 11, 12, 13	3	Biology 23	6
Mathematics 16	5	Chemistry 13	5
Biology 14, 15	10	Physics 11, 12	12
Chemistry 11, 12	10	French or German	10
Library Science 11	1	Mathematics 17	5
TOTAL	49	TOTAL	51

Concentration - Pre-Nursing**Senior College Preparatory**

This is a one-year program for those students who wish to obtain their freshman requirements to be transferred to a school of nursing offering a B.S. in Nursing.

English 14, 15	10
History 14, 15	10
Chemistry 11	5
Mathematics 16	5
Physical Education 11, 12, 13	3
Any three of the following:	
English 28	
Political Science 13	
Psychology 21a	
Sociology 20a	15
TOTAL	48

Concentration - Pre-Optometry

Senior College Preparatory

The requirements for admission to the schools and colleges of optometry in the United States are relatively uniform but are not identical. The practice of optometry in all states is regulated by Boards of Examiners in Optometry. The following concentration will prepare a student for transfer to any school or college of optometry in the United States and Canada.

FIRST YEAR		SECOND YEAR	
English 14, 15	10	English 21, 22	10
History 14, 15	10	Physical Education	3
Physical Education 11, 12, 13	3	Biology 23	6
Mathematics 16, 17	10	Physics 11, 12	12
Biology 14, 15	10	Mathematics 20	5
Chemistry 11, 12	10	Sociology and Psychology	10
Library Science 11	1		
TOTAL	54	TOTAL	46

Concentration - Pre-Pharmacy

Senior College Preparatory

This is a one-year concentration for those students who wish to obtain their freshman requirements for entrance to a school of pharmacy. The regional schools of pharmacy require three years minimum in residence at the School of Pharmacy.

English 14, 15	10
History 14, 15	10
Chemistry 11, 12	10
Biology 18, 19	
or	
Biology 16, 17	10
Physical Education 11, 12, 13	3
Mathematics 16	5
TOTAL	48

Concentration - Pre-Veterinary

Senior College Preparatory

This is a one-year program for those students who wish to obtain their freshman requirements to be transferred to a senior institution. Some colleges and universities require a veterinary student to begin specializing in his second year. If a student desires a well rounded foundation for the study of veterinary medicine, it is recommended that he pursue the two year pre-Medical program.

English 14, 15	10
History 14, 15	10
Chemistry 11, 12	10
Biology 14, 15	10
Physical Education 11, 12, 13	3
Mathematics 16, 17	10
TOTAL	53

Concentration - Teaching Senior College Preparatory

The subjects required in the freshman and sophomore years by colleges preparing teachers are general in nature: English, history, mathematics, a science, social studies and physical education to mention some of these. The program below enables prospective teachers to be certified by the State Department of Education as having completed two years of college and entitles the student to the Associate in Arts degree. Some of the third year requirements can be completed at Armstrong Evening College as extension classes of the University of Georgia.

FIRST YEAR		SECOND YEAR	
Education 11	5	Art 11 or Music 20	5
English 14, 15	10	English 21, 22	10
History 14, 15	10	Mathematics 9 or 16	5
Natural Science	10	Physical Education	3
Physical Ed. 11, 12, 13	3	*Electives	24
Political Science 13	5		
Psychology 21a	5		
Library Science 11	1		
TOTAL	49	TOTAL	47

TERMINAL PROGRAMS**Concentration -****Business Administration****Accounting**

FIRST YEAR		SECOND YEAR	
English 14, 15—Freshman English	10	**English 21, 22	10
History 14, 15—Western Civilization	10	Physical Education	3
Physical Education 11, 12, 13	3	Economics 21, 24—Principles and Problems	10
Science	10	Business Administration 27, 28—Business Law	10
Business Administration 24, 25, Acct.	10	***Electives	15
Library Science 11	1		
Electives	4		
TOTAL	48	TOTAL	48

THIRD YEAR

Business Administration 34—Intermediate Accounting	5
Business Administration 36, 37—Income Tax Accounting	10
Business Administration 29—Cost Accounting or Business Administration 35—Intermediate Accounting	5
Economics 30—Personnel Administration	5
Mathematics	5
Electives	15
TOTAL	45

* Students in this curriculum should secure the catalog of the senior college which they plan to attend and plan a program with an adviser.

Recommended electives for elementary teachers include health, geography economics, Georgia Problems (Social Science 4), English 28 and additional science courses.

** English 28 may be substituted for English 22.

*** Students planning to complete the three year program should substitute 10 hours in accounting for electives.

Concentration - Business Administration Terminal

Many students will not continue their formal education after leaving Armstrong. To these students the college gives the opportunity to select those subjects which have a vocational value. Sufficient general education is included in the core curriculum to make this a well-rounded program.

FIRST YEAR		SECOND YEAR	
English 14, 15—Freshman English	10	*English 21 22—Sophomore English	10
History 14, 15—Western Civilization	10	Physical Education	3
Physical Education 11, 12, 13	3	Business Administration 24, 25	10
Natural Science	10	Accounting	10
Economics 21, 24—Principles and Problems	10	Business Administration 27—Business Law	5
Electives	4	Business Administration and Commerce Electives	10
Library Science 11	1	Typing	
		Calculator and Comptometer Shorthand	
		Business Administration—34 Intermediate Acct.	
		Business Administration 28—Business Law	
		Electives (other)	10
TOTAL	48	TOTAL	48

Concentration - Business Administration General

Three-Year Terminal Program

A student who cannot transfer to a senior college at the end of his second year may get a broader foundation for work as a supervisor or junior executive by completing the program below.

FIRST YEAR		SECOND YEAR	
English 114, 115—Freshman English	10	English 121, 122—World Literature or English 128—Public Speaking and Business Administration 115—	
History 114, 115—Western Civilization	10	Business Correspondence	10
Natural Science	10	Business Administration 124, 125—	
Economics 121, 124	10	Elementary Accounting	10
Elective	5	Business Administration 127 (E-370)—Business Law	5
		Business Administration and Commerce Electives	10
		Free Electives	10
	45		45

THIRD YEAR

Student will select with an adviser seven of the following subjects:

Business Administration 128 (E-371)—Business Law (2nd course)	5
Business Administration 151—Principles of Transportation	5
Business Administration 160 (E-351)—Principles of Management	5

* English 28 may be substituted for English 22.

Business Administration 161—Principles of Insurance	5
Business Administration 162 (E-390)—Real Estate Principles	5
Economics 125 (E-312)—Elementary Economic Statistics	5
Economics 127 (E-326)—Money and Banking	5
Economics 128 (E-360)—Principles of Marketing	5
Economics 129 (E-386)—Labor Economics	5
Economics 131 (E-444)—Government and Business	5
Economics 132 (E-431)—Investments	5

Concentration -

Business Administration

Transportation

Three-Year Terminal Program

As a communications center, Savannah offers many opportunities to students trained in traffic and transportation management. A committee of experts from business, industry, the railroads and truck lines, in consultation with the evening college staff, proposed the professional classes listed below.

FIRST YEAR

English 114, 115—Freshman	
English	10
History 114, 115—Western	
Civilization	10
Business Administration 151—	
Introduction to Transportation	5
Business Administration 152—	
Elementary Rates & Tariffs	5
Business Administration 153—	
Intermediate Rates & Tariffs	5
Economics 121, 124—Principles	
and Problems	10

SECOND YEAR

English 121, 122—World Literature	
or English 128—Public Speaking	
and Business Administration 115—	
Business Correspondence	10
Natural Science	10
Business Administration 154—Ad-	
vanced Rates & Tariffs	5
Business Administration 155—	
Interstate Commerce Law	5
Business Administration 156—Inter	
state Commerce Commission and	
Public Service Commission Pro-	
cedure	5
Business Administration 124, 125 —	
Elementary Accounting	10

THIRD YEAR

Students will select 5 of the subjects listed under the third year of Business Administration-General plus Business Administration 127, Business Law. Electives to complete 135 hours total credits.

Concentration - Transportation

Fifty-Hour Concentration in Transportation

Students wishing a thorough background in transportation may receive a certificate upon satisfactory completion of the program that follows:

BA 151—Introduction to Transportation	5
BA 152—Elementary Rates and Tariffs	5
BA 153—Intermediate Rates and Tariffs	5
BA 154—Advanced Rates and Tariffs	5
BA 155—Interstate Commerce Law	5
BA 156—Interstate Commerce Commission and Public	
Service Commission Procedure	5

CURRICULUMS

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Economics 121 and 124—Principles and Problems	10
English 114 and 115—Freshman English or English 128—Public Speaking and BA 115—Business Correspondence	10
TOTAL	50

Concentration - Business Administration

A one year program in Business Administration for those persons who may not wish to complete the two year concentration, with emphasis on business courses. A certificate will be awarded to those who successfully complete the program.

Business Administration 24, 25, 34	15
Economics 21, 24	10
Business Administration 27	5
English	5
Mathematics	5
Physical Education	3
Elective	5

Concentration - Commerce Secretarial Terminal

This program is designed to meet the needs of those students who wish to qualify for clerical positions in business.

FIRST YEAR		SECOND YEAR	
English 14, 15—Freshman English	10	Business Administration 24—Accounting	5
History 14, 15—Western Civilization	10	*English 21, 22	10
Physical Education 11, 12, 13	3	Commerce 17—Office Practice	5
Natural Science	10	Commerce 21 a-b-c—Typing	6
Commerce 11 a-b-c—Typing	6	Commerce 22 a-b-c—Shorthand	15
Commerce 12 a-b-c—Shorthand	15	Physical Education	3
Library Science 11	1		
TOTAL	55	TOTAL	44

Concentration - Home Economics Terminal

This course is designed to meet the needs of those women who plan to complete their college work at Armstrong. Sufficient electives are allowed to enable the student to select commerce subjects which have a vocational value or cultural subjects for worthy use of leisure time.

FIRST YEAR		SECOND YEAR	
English 14, 15—Freshman English	10	English 21, 22—Sophomore English	10
History 14, 15—Western Civilization	10	Physical Education	3
Physical Education	3	Home Economics 21—Home Planning and Decorating	5
Natural Science (Human Biology included)	10	Home Economics 24—Family Fundamentals	5
Home Economics 10—Orientation: Personal Development	5	Home Economics 12—Family Meal Planning and Serving	5
Home Economics 11—Clothing	5	Electives	19
Psychology 21—Introductory	5		
Library Science 11	1		
TOTAL	49	TOTAL	47

* English 28 may be substituted for English 22.

Concentration - Human Relations***Terminal**

The Terminal Program sequence in Human Relations is designed to start with the student's immediate interests in learning, methods of study and aptitude measurement. The next course on principles and facts about the individual's growth, needs, feelings and learning about the world around him is followed by a practical application through experiments or by interning in selected community programs where individual development and adjustment may be directly observed. This leads to a study of a person's relationship to his social groups, a study of marriage and family adjustment, principles and facts about the way that our society is organized and finally a practical study through local organizations of needs and resources for human adjustment in our community. A student who completes this sequence should have a basic understanding of himself and others that will improve his effectiveness in his family, his work (whether in the home or employed elsewhere), his social relationships and his responsible participation in community living.

FIRST YEAR		SECOND YEAR	
English 14, 15—Freshman English	10	English 21, 22—Sophomore English	10
History 14, 15—Western Civilization	10	Biology 14, 15—General Zoology	
Physical Education 11, 12, 13	3	or	
**Mathematics 9 or 16	5	Biology 16, 17—Human Biology	10
Political Science 13	5	Physical Education	3
Psychology 20—Applied Psychology	5	Sociology 21—Marriage and	
Psychology 21a—Introductory		Family	5
Psychology	5	Psychology 22—Social Psychology	5
Psychology 21b—Experimental		Sociology 20a—Introductory	
Psychology	5	Sociology	5
Library Science 11	1	Sociology 20b—Social Problems	5
		Elective	4
TOTAL	49	TOTAL	47

Concentration - Liberal Arts**Terminal**

A student in the Liberal Arts, Terminal program may select the remainder of his electives from courses offered by the college in order to prepare for a vocation or to pursue a special interest.

* Students in other concentrations may elect any Psychology or Sociology course in this program without adhering to the above sequence. Prerequisites are necessary in Psychology 21b and Sociology 20b only.

** Note admission requirements for Mathematics 9 and Mathematics 16 as stated on pages 58 and 59.

FIRST YEAR		SECOND YEAR	
English 14, 15—Freshman		English 21, 22—Sophomore	
English	10	English	10
History 14, 15—Western		Physical Education	3
Civilization	10	**Electives	35
Physical Education 11, 12, 13	3		
Natural Science	10		
*Mathematics 9 or 16	5		
**Electives	9		
Library Science 11	1		
TOTAL	48	TOTAL	48

Concentration - Medical Technology Terminal

This is a two-year program for those students who wish to meet the requirements of the American Society of Clinical Pathologists and who will complete their training at some approved school of Medical Technology. An Associate in Arts degree is awarded upon successful completion of the academic program described below.

Armstrong College is affiliated with the Savannah School for Medical Technologists, which is nationally approved. It is possible for a student to meet all requirements for national registration through these two institutions.

FIRST YEAR		SECOND YEAR	
English 14 15—Freshman	English 10	English 21, 22	10
History 14, 15—History of Western		Physical Education	3
Civilization	10	Biology 23	6
Physical Education 11, 12 and 13	3	Biology 21	5
Mathematics 16	5	Chemistry 13, 25	12
Biology 14, 15	10	Electives	9
Chemistry 11, 12	10		
Library Science 11	1		
TOTAL	51	TOTAL	45

Concentration - Nursing

Armstrong College offers the following courses in cooperation with the Warren A. Candler School of Nursing. With the permission of the instructor and the approval of the student's adviser, a student not enrolled in the School of Nursing may take any of the following courses:

Biology 18, 19	10
Chemistry 11	5

* Note admission requirements for Mathematics 9 and Mathematics 16 as stated on pages 58 and 59.

** A student must elect 20 hours from at least three of the following departments: Foreign Language, Political Science, Economics, Fine Arts, Home Economics, Psychology, Sociology, Mathematics (other than Math. 19).

Sociology 20a	5
Physical Education 1n	1
Biology 21	5
Home Economics 1n	4
Psychology 21a	5
TOTAL	35

Concentration - Stenographic

A student who has only one year to spend in college may herein acquire some of the skills which will enable him to earn a livelihood.

Commerce 11 a, b, c—Typing	6
Commerce 12 a, b, c—Shorthand	15
Commerce 17—Office Practice	5
Business Administration 24—Accounting	5
**English 14, 15—Freshman	10
*Physical Education 11, 12, 13	3
Commerce 13a, b, c, Burroughs Calculator and Comptometer	6
TOTAL	50

* Physical Education is required in all one year terminal programs if a certificate is desired.

** English 28 may be substituted for English 15.

Course Descriptions

General

Armstrong College reserves the right to (1) withdraw any course for which less than ten students register, (2) limit the enrollment in any course or class section, (3) fix the time of meeting of all classes and sections, and (4) offer such additional courses as demand and staff personnel warrant.

No credit will be given in beginning courses in commerce and languages where the same or similar courses have been presented for admission from high school.

Where two or more courses are listed under one description, no credit for graduation will be given until the sequence is completed.

Courses which are offered in the day program are assigned a number which is less than 100. All Evening College courses are numbered above 100. In some course descriptions Evening College course numbers appear in parentheses. For example: Biology 16-17 (116-117).

After each course name, there are three numbers in parentheses. The first number listed is the number of hours of lecture; the second, the number of hours of laboratory; and the third, the number of quarter hours of credit the course carries. For example: Human Biology (5-0-5).

The quarters indicating when courses will be taught apply to the day sessions only, not the Evening College.

ART

Art 11—Creative Art (2-6-5). Spring.

Drawing, art principles and design with work in other media at the discretion of the instructor. Some application will be made to poster-making, lettering and everyday life needs.

Art 113—Ceramics (5-0-5). Laboratory fee: \$2.00

A beginner's course in the fundamentals of pottery and clay modeling. Various ways of forming clay, decorating, glazing and firing suitable subjects.

Art 114—Ceramics (5-0-5). Laboratory fee: \$2.00

A continuation of the beginner's course with emphasis on design, using the potter's wheel and understanding the use of glazes. Work may be developed in pottery or clay sculpture.

Art 115—Drawing and Painting (5-0-5). Laboratory fee, \$2.00.

A course in the elements of pictorial composition, drawing and color. Basic work and experimentation will be conducted from still life, natural forms, and living models. Combined with the studio work will be discussions and reviews in history and appreciation of art.

During latter course sessions, efforts will be made to provide special instruction to students desiring particular information on techniques and methods.

Art 116—Drawing and Painting (5-0-5). Laboratory fee, \$2.00.

A continuation of Art 115.

BIOLOGY

Anatomy and Physiology 1n-2n-3n (2-2-3). Laboratory fee, \$2.50

A three-quarter course in human anatomy and physiology. The gross anatomy, some histology and physiology of the organ systems are presented in order to give the student an understanding of the human body as a basis for further studies in clinical nursing. The laboratory work includes some dissection of the lower vertebrates and elementary experiments in physiology. (Not offered in 1956-57).

Bacteriology 1n-2n (2-2-3). Laboratory fee, \$2.50.

An introduction to micro-organisms as living organisms and as pathogens. The structure, life history and public health importance of representative viruses, bacteria, molds, protozoa and helminthes are considered. The laboratory work includes the techniques of culturing bacteria and the study of the scientific basis of antiseptic and aseptic procedures. (Not offered in 1956-57).

Biology 11 (111)—General Botany (3-4-5). Fall. Laboratory fee, \$4.00.

A study of the structure of roots, stems and leaves, basic physiology and ecology of plants. Laboratory work on representative species.

Biology 12 (112)—General Botany (3-4-5). Spring. Laboratory fee, \$4.00. Prerequisite: Biology 11.

A study of the reproduction, heredity and evolution of seed plants, with studies of representative species of the other major plant groups. Laboratory work includes frequent field trips.

Biology 14 (114)—General Zoology (3-4-5). Fall and Winter. Laboratory fee, \$4.00.

Introduction to animal structures and function and a survey of the invertebrate phyla. Laboratory work on representative species of the basic invertebrate phyla.

Biology 15 (115)—General Zoology (3-4-5). Winter and Spring. Laboratory fee, \$4.00. Prerequisite: Biology 14.

Study of vertebrate structure and function, using selected vertebrate material for laboratory dissection.

Biology 14-B—General Zoology (3-6-6). Laboratory fee, \$3.50.

Introduction to animal structures and function and a survey of the invertebrate phyla. Laboratory work on representative species of each phylum. (Not offered in 1956-57).

Biology 15-B—General Zoology (3-6-6). Laboratory fee, \$3.50. Prerequisite: Biology 14.

Study of vertebrate structure and function, using selected vertebrate material for laboratory dissection. Concludes with a study of the principles of evolution and genetics. (Not offered in 1956-57).

Biology 16-17 (116-117)—Human Biology (5-0-5). Winter and Spring. Four lectures and one demonstration period.

A non-laboratory course beginning with a survey of the basic biological principles and continuing with a study of the structure and function of the human body. The second quarter is a continuation of the first and concludes with a study of the principles of genetics and evolution. No credit for graduation is allowed until sequence is completed.

Biology 18-19—Human Anatomy and Physiology (3-4-5). Fall and Winter. Laboratory fee, \$4.00 each quarter.

A twoquarter course considering the gross anatomy, histology and physiology of the organ systems. Laboratory work includes thorough dissection of a typical mammal as well as basic experiments in physiology. Not for pre-medical and pre-dental students.

Biology 21—Microbiology (3-4-5). Spring. Laboratory fee, \$5.00. Prerequisites: Ten hours of a biological science with a laboratory and five hours of inorganic chemistry.

An introduction to micro-organisms with primary emphasis on bacteria. The morphology, life history and public health importance of representative bacteria, molds, viruses, protozoa and helminthes are considered.

Biology 23—Comparative Vertebrate Anatomy (3-6-6). Fall. Laboratory fee, \$6.00. Prerequisite: Biology 14 and 15.

A study of the anatomy and evolution of the organ systems of the vertebrates. Laboratory work on *Squalus*, *Necturus* and the cat.

Business Administration

Business Administration 24 (124)—Principles of Accounting, Introductory (5-0-5).

An introduction to the fundamental principles and procedures of accounting, including a study of the journal, the ledger, accounting statements, controlling accounts, special journals and the accounting system.

Business Administration 124a—Principles of Accounting, Introductory (3-0-3). Summer only. (B. A. 124a and B. A. 124b are identical to Business Administration 24 (124).

An introduction to the fundamental principles and procedures of accounting, including a study of the journal, the ledger, accounting statements, controlling accounts, special journals and the accounting system.

Business Administration 124b—Principles of Accounting, Introductory (3-0-3). Summer only.

Continuation of Business Administration 124a.

Business Administration 25 (125)—Principles of Accounting, Introductory (5-0-5). Winter. Prerequisite: Business Administration 24.

An application of accounting principles to certain problems such as the proprietorship, the partnership, the corporation, departmental operations, manufacturing accounts and the analysis of accounting statements.

Business Administration 125a—Principles of Accounting, Introductory (3-0-3) Summer only. (Business Administration 125a and Business Administration 125b are identical to Business Administration 25 (125).

An application of accounting principles to certain problems such as the proprietorship, the partnership, the corporation, departmental operations, manufacturing accounts and the analysis of accounting statements.

Business Administration 125b—Principles of Accounting, Introductory (3-0-3). Summer only.

Continuation of Business Administration 125a.

Business Administration 27 (127)—Business Law (5-0-5) Spring.

Law governing the basic principles applicable to the following subjects. Contracts: offer and acceptance, consideration, performance, rights of third parties and discharge. Agency: creation of an agency, liabilities of principal and agent. Negotiable instruments: elements of negotiability, endorsement and transfer, liabilities of parties, discharge.

Business Administration 28 (128)—Business Law (5-0-5). Spring.

The law governing the basic legal principles applicable to the following subjects which are of particular interest to those planning to

major in accounting. Partnership: formation, powers, liabilities of partners, termination. Corporation: formation, powers, rights of security holders, types of securities. Sales: vesting of title, warrants, remedies.

Business Administration 29 (129)—*Cost Accounting* (5-0-5). Spring. Prerequisite: Business Administration 25 (125).

Methods of determining and distributing costs in manufacturing and other concerns, stressing the securing of unit costs under both the order and the process methods.

Business Administration 34 (134)—*Principles of Accounting, Intermediate* (5-0-5). Spring. Prerequisite: Business Administration 25.

Basic accounting theory and the solution of problems requiring an application of accounting theory.

Business Administration 35 (135)—*Intermediate Accounting* (5-0-5). Second course. Prerequisite: Business Administration 34 (134).

A continuation of Business Administration 34 (134) emphasizing the theories of valuation of fixed assets and liability accounts, the application of these theories and the interpretation of financial statements prepared on the basis of these theories.

Business Administration 36 (136)—*Income Tax Accounting* (5-0-5). Prerequisite: Business Administration 25 (125).

A study of federal income tax laws and the application of these laws to the income tax returns of individuals, partnerships and corporations.

Business Administration 37 (137)—*Tax Accounting* (5-0-5). Prerequisite: Business Administration 36 (136).

A continuation of Business Administration 36 (136) with emphasis on corporations and fiduciary returns and social security taxes, gift taxes and estate taxes.

Business Administration 115—*Business Correspondence* (5-0-5). Fall.

A study of business correspondence, letters, information reports, follow-up sales programs, statistical analysis and inter-office communication. Stress is placed upon the mastery of fundamentals of clear writing.

Business Administration 116—*Report Writing*. (5-0-5).

Study and practice of effective English in business letters, technical papers, engineering reports. Letters, reports, quizzes.

Business Administration 131—*Retail Advertising and Sales Promotion* (5-0-5). Prerequisites Economics 124.

A course in retail advertising and sales promotion basically concerned with selling in the retail fields—emphasizing the psychology of advertising as a branch of sales. The course explores the various media and culminates with direct sales approaches. Primarily an advertising course, it can be easily tailored to meet the needs of the average salesman.

Business Administration 141—Advanced Accounting (5-0-5). Prerequisite: Business Administration 35 (135).

A study of the problems of partnerships, parent and subsidiary accounting, consignments, installment accounting and other specialized accounting problems.

Business Administration 142—Advanced Accounting (5-0-5). Prerequisite: Business Administration 141.

A continuation of Business Administration 141.

Business Administration 143—Auditing Theory (5-0-5). Prerequisite: Business Administration 25 (125).

Principles governing audits and audit procedure and a study of the practical application of accounting knowledge as applied to audit procedures.

Business Administration 145—C. P. A. Review (5-0-5). Prerequisite: Advanced Accounting and Auditing.

A review of the interpretation of the federal income tax law as applied to individuals, partnerships, estates and trusts; also a review of the methods of ascertaining and distributing cost in manufacturing concerns emphasizing the securing of costs under the job order, process and standard methods.

Business Administration 151—Introduction to Transportation (5-0-5). Fall.

History of transportation; developments leading to legislative supervision of railroads; developments leading to Federal regulation of carriers, other than railroads; freight classifications; principles of freight rates and tariffs.

Business Administration 152—Elementary Rates and Tariffs. (5-0-5). Winter. Prerequisite: Business Administration 151 or permission of the instructor.

Shipping documents and their application; special freight services; freight claims, overcharge and loss and damage; freight tariff circulars; construction and filing of tariffs; terminal facilities and switching; and demurrage.

Business Administration 153—Intermediate Rates and Tariffs. (5-0-5). Spring. Prerequisite: Business Administration 152, or permission of instructor.

Reconsignment and diversion; transit privileges; rules governing stopping in transit shipments for partial unloading and to complete loading; weights, weighing, and payment of freight charges; warehousing and distribution; material handling; and packaging.

Business Administration 154—Advanced Rates and Tariffs. (5-0-5). Fall. Prerequisite: Business Administration 153, or permission of the instructor.

Through routes and rates; milling in transit; technical tariff and rate interpretation; overcharges and undercharges; loss and damage claims; import and export traffic; and classification committee procedure.

Business Administration 155—Interstate Commerce Law. (5-0-5). Winter. Prerequisite: Business Administration 154, or permission of the instructor.

Evolution of Interstate Commerce Act; construction of Interstate Commerce Act; interpretation and application of Interstate Commerce Act; application of penalties under the Interstate Commerce Act; creation and organization of Interstate Commerce Commission; practice before the Interstate Commerce Commission.

Business Administration 156—Interstate Commerce Commission and Public Service Commission Procedure. (5-0-5) Spring. Prerequisite: Business Administration 156, or permission of the instructor.

Practice before Interstate Commerce Commission; statutory authority for awarding damages; revision of Commission's decision; general review.

Business Administration 160—Principles of Management. (5-0-5). Prerequisite: Economics 124.

Designed to prepare students in the fundamentals of all phases of administrative, staff and operative management. Successful management principles and techniques are given for all fields of business which include: business objectives, policies, functions, executive leadership, organization structure and morale, cooperative procedure and control procedure.

Business Administration 161—Principles of Insurance. (5-0-5). Prerequisite: Economics 124.

A comprehensive treatment of the insurance field: an explanation of the different types of insurance and fundamental underlying principles, the organization of the insurance business and accepted insurance practices.

Business Administration 162—Real Estate Principles. (5-0-5). Prerequisite: Economics 124.

A consideration of the general principles of property utilization, the law dealing with ownership, transfer of title and liens; the appraisal process, determinants of values, the real estate cycle, management and salesmanship and regulatory legislation.

Chemistry

Chemistry 1n—Chemistry for Nurses (4-2-5). Laboratory fee, \$2.50. Laboratory breakage, \$3.00.*

Principles of inorganic, organic and physiological chemistry with some special applications to nursing practice. (Not offered in 1956-57).

Chemistry 11—General Inorganic (4-3-5). Fall. Laboratory fee, \$3.00. Laboratory breakage fee, \$3.00*. Pre-requisite: Two years of high school algebra, Mathematics 9, or consent of instructor.

The chemistry of some important metallic and non-metallic elements including a systematic treatment of chemical principles and their applications.

Chemistry 12—General Inorganic (4-3-5). Winter. Laboratory fee, \$3.00. Laboratory breakage fee, \$3.00*. Pre-requisite: Chemistry 11.

This course is a continuation of Chemistry 11.

Chemistry 13—Qualitative Inorganic Analysis (3-6-5). Spring. Laboratory fee, \$5.00. Laboratory breakage fee, \$5.00*. Pre-requisite: Chemistry 12.

A study of the fundamental theories of qualitative analysis of common cations and anions by semi-micro methods.

Chemistry 14—General Inorganic (5-3-6). Laboratory fee, \$3.50. Laboratory breakage fee, \$3.00*. Prerequisite: Two years of high school algebra or Mathematics 10 or its equivalent.

The chemistry of some important metallic and non-metallic elements including a systematic treatment of chemical principles and their applications. (Not offered in 1956-57).

Chemistry 15—General Inorganic (5-3-6). Laboratory fee, \$3.50. Laboratory breakage fee, \$3.00.* Prerequisite: Chemistry 14 or its equivalent.

Continuation of Chemistry 14. (Not offered in 1956-57).

* Refundable at the end of each quarter if no items have been lost or broken and all requirements of the laboratory have been complied with.

Chemistry 24—Qualitative Inorganic Analysis (3-6-5). Fall. Laboratory fee, \$5.00. Laboratory breakage fee, \$5.00.* Prerequisite: Chemistry 15, 18 or its equivalent.

A study of the fundamental theories of qualitative analysis of common cations and anions by semi-micro methods.

Chemistry 25a—Quantitative Inorganic Analysis (2-6-4). Winter. Laboratory fee, \$5.00. Laboratory breakage fee, \$5.00.* Pre-requisite: Chemistry 13 or approval of the instructor.

A study of the fundamental theories and applications of quantitative analysis involving volumetric and gravimetric methods. No credit is given for this course before completion of Chemistry 25b.

Chemistry 25b—Quantitative Inorganic Analysis (1-6-3). Spring. Laboratory fee, \$5.00. Laboratory breakage fee, \$5.00.* Pre-requisite: Chemistry 25a or its equivalent.

This course is a continuation of Chemistry 25a.

Commerce

Commerce 11a—Beginning Typing (0-5-2). Fall and Winter. Laboratory fee, \$3.50.

This course consists of introductory instruction in the technical features and care of the machine, position, fingering, proper technique and mastery of the keyboard. An average speed of 30 words a minute is attained at the end of the first quarter.

Commerce 11b—Beginning Typing Continued (0-5-2). Winter and Spring. Laboratory fee, \$3.50.

This course is a continuation of speed development. In addition, instruction in typing letters and setting up simple tabulations is given.

An average of 40 words a minute should be attained at the end of the second quarter.

Commerce 11c—Intermediate Typing. (0-5-2). Spring. Laboratory fee, \$3.50. Prerequisite: Commerce 11a-b or equivalent.

A typewriter course in which emphasis is placed on speed building and accuracy. Special typing problems such as business letters, minutes, notices, stencil cutting and carbon copies are stressed.

An average of 50 words a minute should be attained at the end of the third quarter.

Commerce 12a-b—Beginning Shorthand (5-0-5). Fall and Winter.

* Refundable at the end of each quarter if no items have been lost or broken and all requirements of the laboratory have been complied with.

Complete theory of Gregg Shorthand in the manual. Additional reading and dictation given from Speed Studies.

Commerce 12c—Intermediate Shorthand (5-0-5). Spring.

Dictation and transcription of new and studied material. Student is required to take dictation at the rate of eighty words a minute.

Commerce 13a—Burroughs Calculator and Comptometer (0-5-2). Fall. Laboratory fee, \$3.50.

The objective of this course is to build speed and accuracy in the operation of the Burroughs Calculator and Comptometer and a thorough review of business mathematics. This quarter is devoted to the operation of the four fundamentals in arithmetic on the calculator.

Commerce 13b—Burroughs Calculator and Comptometer (0-5-2). Winter. Laboratory fee, \$3.50.

The following business mathematics is reviewed and applied on the machine during this quarter: decimal equivalents, split division, invoicing over the fixed decimal, percentages, discounts, and chain discounts, costs, selling and rate of profit.

Commerce 13c—Burroughs Calculator and Comptometer (0-5-2). Spring. Laboratory fee, \$3.50.

The third quarter is a continuation of business problems on the machine. The transactions covered are reciprocals, figuring grain, cipher, divisions, prorating cost and expenses, gross and dozen in invoicing inventories.

Commerce 17—Office Practice (5-0-5). Spring.

Typical business office situations are duplicated as nearly as possible. Practical problems deal with typing, operation of the mimeograph, filing and office courtesy.

Commerce 21a—Advanced Typing (0-5-2). Fall. Laboratory fee, \$3.50. Prerequisite: Commerce 11c or equivalent.

Advanced typing is a course in the acquisition of speed and accuracy including various legal forms and papers, manuscripts and business papers.

Commerce 21b—A continuation of Commerce 21a (0-5-2). Winter. Laboratory fee, \$3.50.

Commerce 21c—A continuation of Commerce 21b (0-5-2). Spring. Laboratory fee, \$3.50. An average of 60 words is attained.

Commerce 22a—Advanced Shorthand (5-0-5). Fall. Prerequisites: Commerce 12a, b, c.

A course in which the principles of Gregg Shorthand are applied in developing skill and accuracy in writing shorthand and in transcribing. The first half year is devoted to dictation of general business material; the second half, to dictation material applying to major vocations.

Commerce 22b—A continuation of Commerce 22a (5-0-5). Winter.

Commerce 22c—A continuation of Commerce 22b (5-0-5). Spring. A speed of 120 words a minute is required.

Commerce 23a—Advanced Calculator and Comptometer (0-5-2). Fall. Laboratory fee, \$3.50.

The next two quarters are devoted to the application of the machine and business mathematics to the following businesses: drugs, hardware, electrical, plumbing, contracting, wholesale paper, pay roll, packing house, creameries and dairies, laundries, steel and iron, department stores, banks, lumber, petroleum, railroads.

Commerce 23b—A continuation of Commerce 23a (0-5-2). Winter. Laboratory fee, \$3.50.

Commerce 23c—Advanced Calculator and Comptometer (0-5-2). Spring. Laboratory fee, \$3.50.

Speed, skill and accuracy in the operation of the machine are stressed in this last period.

Economics

Economics 21 (121)—Principles and Problems of Economics (5-0-5). Fall.

A study of the principles behind the economic institutions of the present time and an examination of some of the economic problems in the modern world.

Economics 24 (124)—Principles and Problems of Economics (5-0-5). Winter. Prerequisite: Economics 21.

A continuation of the study of economic principles and problems begun in Economics 21.

Economics 125—Elementary Economic Statistics (5-0-5).

An introduction to presentation and analysis of quantitative economic data. Statistical sources, table reading, chart making; elementary statistical procedures and their economic interpretation; introduction to index and time series analysis.

Economics 126—American Economic History (5-0-5).

The growth and development of economic institutions in the United States from the colonial period to the present with major emphasis on the period since 1860. It will deal with agriculture, industry, labor, domestic and foreign commerce, transportation, money and banking, and finance.

Economics 127—Money and Banking (5-0-5). Prerequisite: Economics 124.

The role of money in the economic organization; monetary theory; methods of stabilizing the price level; the integration of financial institutions; theory of bank deposits and elasticity of bank currency; discount policy and the interest rate of central banks; methods of regulating credit and business activities.

Economics 128—Principles of Marketing (5-0-5). Prerequisite: Economics 124.

Principles and methods involved in the movement of goods and services from producers to consumers; marketing functions; marketing manufactured goods, raw materials and agricultural products; proposals for improving the marketing structure.

Economics 129—Labor Economics (5-0-5). Prerequisite: Economics 124.

An analysis of the background and origin of our modern labor organizations and their remarkable growth in recent years.

Special emphasis is placed on the social and economic aspects of our labor problems including the study of wages, working conditions, unemployment problems, the movement toward shorter hours, workers welfare plans, labor organizations and the outlook for future developments along these lines.

Economics 130—Personnel Administration (5-0-5). Prerequisites: Elementary Psychology and Economics.

A study of the principles and practices in the field of the administration of human relations and industry. Emphasis is given to scientific techniques and devices in the development of a well-rounded personnel program.

Economics 131—Government and Business (5-0-5). Prerequisite: Economics 124.

A general survey of the economic aspects of business regulation by the government, with specific reference to regulatory developments and methods in the United States; other activities affecting business in general, as extension of loans and subsidies, maintenance of fact-finding agencies and government owned corporations.

Economics 132—Investments. (5-0-5). Prerequisite: Economics 127.

A study of stocks and bonds, market operations, investment mathematics, investment policies and financial statements.

Education

Education 11—Orientation to Education (5-0-5). Fall.

For the beginning or prospective teacher, this subject offers a broad understanding of the American spirit in education, the place of the school in society, its growth and changing function as a social institution. The problem and discussion approach is used.

Engineering

Engineering 11 (111)—Engineering Drawing (0-6-3). Fall.

Topics of study include lettering; the use of the instruments; orthographic projection; auxiliary views; sections and conventions.

Engineering 12 (112)—Engineering Drawing (0-6-3). Winter. Prerequisite: Engineering 11.

Topics of study include drawing conventions; dimensions; pictorial representation; threads and fastenings; shop processes; technical sketching; working drawings; pencil tracing on paper, reproduction processes.

Engineering 112a—Engineering Drawing (0-3-1½). Summer.

Topics of study include drawing conventions; dimensions; pictorial representation; threads and fastenings; shop processes; technical sketching; working drawings; pencil tracing on paper, reproduction processes.

Engineering 112b—Engineering Drawing (0-3-1½). Summer. Continuation of Engineering 112a.

Engineering 13 (113)—Engineering Drawing (0-6-3). Spring. Prerequisite: Engineering 12.

Topics of study include technical sketching of piping and fittings; working drawings; ink tracing on cloth; working drawings from assemblies and assemblies from working drawings.

Engineering 19 (119)—Applied Descriptive Geometry (0-6-3). Spring. Prerequisite: Engineering 12.

Topics of study include the solution of problems involving points, lines, and planes by use of auxiliary views; the solution of problems involving points, lines, and planes by revolution methods; simple intersections; developments of surfaces; an introduction to warped surfaces. Practical applications are emphasized.

English

Students will be assigned to freshman English according to results of tests taken before the beginning of the term.

English 14A (114A)—*Freshman English* (5-0-5). Fall, Winter and Spring.

This course includes theme writing, with emphasis on correct and forceful expression. The student also reads and discusses such works as the *Iliad*, the *Odyssey*, and plays by Aeschylus, Sophocles and Euripides.

English 14B (114B)—*Freshman English* (5-0-5). Fall, Winter.

This course is essentially the same as English 14A, but more time is devoted to grammar, punctuation and spelling. In theme writing, emphasis is placed on clarity of communication.

English 15A (115A)—*A continuation of English 14A* (5-0-5). Fall, Winter and Spring.

The student reads and discusses selections from such authors as Montaigne, Swift, Dickens and English and American poets. Theme writing is continued with practice in preparing documented papers.

English 15B (115B)—*A continuation of English 14B* (5-0-5). Winter, Spring.

This course is essentially the same as English 15A, but more time is given to correct expression in writing. A documented paper is prepared.

English 21 (121)—*Sophomore English—World Literature* (5-0-5). Fall and Winter.

A study is made of some of the works of Shakespeare, Goethe's *Faust*, and selections from the Bible.

English 22 (122)—*Sophomore English—World Literature* (5-0-5). Winter and Spring.

Selected modern poetry, drama and novels are read, both American and European.

English 24—An Introduction to Poetry (5-0-5). Spring.

A study of the various types and forms of poetry with special emphasis on more recent poetry.

English 25—American Literature (5-0-5). Fall. (Not offered in 1956-57).

A survey of American literature and culture. Each student is asked to select one particular period or area or author for concentra-

tion, making reports and writing papers in that phase of the work. The course is primarily conducted by reading and discussion.

English 27—Modern Drama (5-0-5). Fall.

Class reading and discussion of modern plays from Ibsen's "Ghosts" to Miller's "Death of a Salesman." The course is centered on appreciation of drama and improving of oral interpretation through reading selected plays aloud.

English 28—Fundamentals of Speech (5-0-5). Winter.

Basic principles and practices of speech. The course gives some attention to the physiological make-up of the speech mechanism, phonetics, gesture, articulation, pronunciation, and regional speech differences. However, it consists primarily of practicing the fundamentals of speech through a wide variety of formal, informal, extemporaneous, impromptu, and group participation speech exercises.

English 30—Principles of Theatre Art (5-0-5). Spring.

A study and discussion of the fundamentals involved in the development of dramatic art and in the staging methods which have been and are now utilized in producing drama. The course will develop chronologically and will relate directly to historical events and to the changing form and method of writing for the stage.

French

French 11-12 (111-112)—Elementary French (5-0-5). Fall and Winter.

A course for beginners. The spoken language is studied as well as grammar and reading. No credit for graduation will be given until the sequence is completed.

French 21 (121)—Intermediate French (5-0-5). Spring. Prerequisite: Two quarters of college French or two years of high school French.

Review grammar, oral practice, reading of selected texts.

French 22 (122)—Intermediate French, continued (5-0-5). Winter. Prerequisite: Three quarters of college French or three years of high school French.

Further reading of texts, oral and composition practice.

French 23—French Literature of the Nineteenth Century (5-0-5). Prerequisite: Three quarters of college French or three years of high

A survey course. Reading of texts, written and oral reports on collateral reading.

French 24—French Classical Drama (5-0-5). Spring. Prerequisite: French 22.

Selected plays of Corneille, Moliere and Racine.

Geography

Geography 111—World Human Geography (5-0-5).

A survey of world human geography, emphasizing population characteristics, topographic features, distribution of economic activities and geo-political problems within the major geographical regions. Consideration of adequacy of resources to support expanding world populations.

German

German 11-12 (111-112)—Beginning German (5-0-5). Fall and Winter.

Drill upon pronunciation and elements of grammar, conversation, and the training of the ear as well as the eye. German is used as much as practicable in the classroom instruction. The idiomatic use of the language will be studied. Reading of texts and translations. Conversation, dictation, and dialogues.

No credit for graduation is allowed until sequence is completed.

German 21 (121)—Intermediate German (5-0-5). Spring.

Grammar review and comparative grammar studied with the view of enabling students to write compositions. Short stories, life situations in Germany, German magazines, memorization of famous German songs. Conversation and dialogues.

Health

Health 111—Personal and Community Health Problems (5-0-5).

This course considers the meaning of health and factors influencing health behavior; health problems as related to the individual; overview of world, national, state and local health problems; community health organizations; mobilizing and evaluating community health resources. The legal aspects in community health and the laws governing reportable diseases is given special attention.

History

History 14 (114)—An Historical Introduction to Contemporary Civilization (5-0-5). Fall, Winter, and Spring.

This course comprises a chronological survey of the main currents of political, social, religious and philosophical activity in Western Civi-

lization from the period of the sixth century in Greece to the present time.

History 15 (115)—A continuation of History 14 (5-0-5). Winter and Spring.

In addition to a chronological treatment of events studied in the above courses, the dynamics of Western Civilization are studied in works of the following authors: Plato, Dante, Machiavelli, Descartes, Locke, Jefferson, Rousseau, Adam Smith, Malthus, Marx and others.

History 25 (125)—Recent European History (5-0-5). Winter.

This course is designed to provide an opportunity for detailed study of major national and international developments in European affairs from about 1870 to the present time. Special emphasis is devoted to the first World War and new developments in Europe following that war and the complex of world events which preceded the Second World War.

History 26 (126)—Recent American History (5-0-5). Fall.

This course has as its purpose the examination of the most important events and movements, political, social and cultural, in American life from about 1865 to the present time.

Home Economics

Home Economics 1n—Nutrition and Food Preparation (3-2-4). Winter. Laboratory fee, \$4.00.

A study of the laws governing the food requirements of human beings for maintenance of growth, activity, reproduction, and lactation. Complete meals are prepared and served in each laboratory period.

Home Economics 10—Orientations: Careers and Personal Development (5-0-5). Fall.

The many opportunities available in the field, such as food specialists, nutrition experts, nursery school teachers, marriage counselors and others will be discussed. Professional experts in these fields will visit the class to show the many vocations dealing with the home.

How to be more attractive through personal grooming and what is appropriate in manners and dress on various social occasions are emphasized.

Home Economics 11 (111)—Clothing (2-6-5). Winter.

Planning and making individual wardrobes. Fashions, design and fabrics are studied. Laboratory fee, \$2.00.

Home Economics 12—Foods (3-4-5). Spring. Laboratory fee, \$7.00.

This course is based on the human food needs. Preparation and attractive serving of meals is studied.

Home Economics 21—Home Furnishings (4-2-5). Winter. Laboratory fee, \$2.50.

The interior and exterior planning of the home is studied. Emphasis is placed on style of furniture, color and decoration fabrics used in the home.

Home Economics 23—Elementary Textiles and Clothing for the Family (2-6-5). Spring. Laboratory fee, \$2.00.

Practical application of elementary textile study to the selection and use of clothing for the family.

Home Economics 24—Family Fundamentals (5-0-5). Fall.

A course in the family with the problems that one faces in the preparation for children and the adjustment to these children.

Library Science

Library Science 11—Library Usage. (1-0-1).

A one hour course in the use of the Library. A practical survey of library books, resources, tools and services, designed to aid the college student in his study, research, and recreation reading. Practice in the use of the card catalog, Reader's Guide and reference books. Preparation of a bibliography by methods of research.

Students who pass an entrance examination with a grade of at least 70 per cent will be exempt from this course.

Mathematics

Mathematics 9 (109)—*Intermediate Algebra* (5-0-5). Fall and Spring.

(Students will not receive college credit for this course if they have completed two units of high school credit in algebra.)

This course includes a study of fractions, signed numbers, linear and quadratic equations, ratio, proportion, variation and graphs.

Mathematics 10 (110)—*Basic Skills in Mathematics* (5-0-5).

(Not open to students who have high school credit for two years of algebra and one of plane geometry.)

This course provides an opportunity for the student to acquire basic skills in mathematics necessary to meet the common demands of various college programs.

Topics from plane geometry include the properties of such geometric figures as polygons, triangles and circles.

Topics from algebra include fractions, signed numbers, linear equations, ratio, proportions, variation, and graphs. (Not offered in 1956-57).

Mathematics 16 (116)—College Algebra (5-0-5). Fall and Winter. Prerequisite: Two units of high school algebra or Mathematics 9.

The course consists of functions and graphs, logarithms, linear and quadratic equations, the binomial theorem, complex numbers and the elementary theory of equations.

Mathematics 17 (117)—Trigonometry (5-0-5). Winter and Spring. Prerequisite: Mathematics 16.

A course covering the solution of the right and general triangle, the solution of trigonometric equations, proof of trigonometric identities, graphs of trigonometric functions, and inverse trigonometric functions.

Mathematics 18 (118)—Plane Analytic Geometry (5-0-5). Spring. Prerequisite: Mathematics 17.

Analytic geometry of the point and the line, elementary conic sections, polar coordinates, transcendental curves and transformation of coordinates. (Not offered in 1956-57).

Mathematics 19 (119)—Mathematics of Finance (5-0-5). Spring. Prerequisite: Mathematics 16.

This course gives that background necessary for dealing with problems found in banking, real estate, financing, and accounting; the operation of the compound-interest law in business; simple problems concerning bonds, sinking funds, valuation of properties and annuities. Practical problems in these fields will be emphasized. The necessary aids and short cuts and use of tables and logarithms will be studied.

Mathematics 20 (120)—Analytic Geometry and Calculus (5-0-5). Spring. Prerequisite: Mathematics 17.

Analytic geometry of the point and the line, graphs of functions, limits, differentiation of algebraic functions and some applications of derivatives.

Mathematics 21 (121)—Calculus (5-0-5). Fall Prerequisite: Mathematics 20.

This course includes the differentiation and integration of polynomials, problems in maxima and minima, approximations by differentials, areas, volumes, centroids, moment of inertia and work.

Mathematics 22 (122)—Calculus (5-0-5). Winter.

Prerequisite: Mathematics 21.

A continuation of Mathematics 21. This course includes differentiation of transcendental functions with application to rates, velocity

and acceleration, curvature and Newton's Method. It also includes formulas and methods of integration.

Mathematics 23 (123)—Calculus (5-0-5). Spring.

Prerequisite: Mathematics 22.

A continuation of Mathematics 22. This course includes Simpson's rule, indeterminate forms, series, hyperbolic functions, partial derivatives and multiple integrals.

Mathematics 108—Plane Geometry (5-0-5).

Topics of study include rectilinear figures, congruent triangles, the circle, similar figures and polygons. (Students will not receive college credit for this course if they have completed one unit of high school credit in geometry.)

Mathematics 114—The Slide Rule (1-2-2).

An intensive study and practice in the use of all scales including the solutions of problems using the trigonometric scales.

Music

Music 11—Elementary and Sight Reading (5-0-5). Fall.

A course designed to teach the student to read music at sight and to understand the fundamental principles of music theory. Melodic dictation, melody writing and an introduction to elementary harmony are included.

Music 12—Theory and Harmony (5-0-5). Winter. Prerequisite: Music 11.

A continuation of Music 11, with emphasis on harmony, harmonic dictation, four-part harmonic writing.

Music 20—Music Appreciation (5-0-5). Spring.

A course designed to help the student understand and enjoy fine music. Analysis of form, style and mediums of musical expression from the great periods of musical art. Lectures, discussions and recorded sessions comprise the course.

Music 115-116-117—Appreciation of Music (2-0-2).

Courses designed for the musically untrained who wish an intelligent understanding of the art of music. Lectures, discussions and recorded listening sessions comprise the course. (Not offered in 1956-57).

Music 18a—Piano (1-0-2).

Beginning or intermediate piano for the adult student. One hour lesson per week. Special fee—\$45.00.

Music 13b—Piano. A continuation of Music 13a (1-0-2).

Music 13c—Piano. A continuation of Music 13b. (1-0-2).

Music 21a—Voice. (1-0-2).

Fundamental instruction in voice production, diction, articulation, breath control, physical and mental poise, applied in the study of songs. One hour lesson per week. Special fee, \$45.00.

Music 21b—Voice. A continuation of Music 21a. (1-0-2).

Music 21c—Voice. A continuation of Music 21b (1-0-2).

(No practice facilities are available at the college. The student must have access to private practice facilities in order to enroll for applied music courses.)

Philosophy

Philosophy 110—Introduction to Philosophy (5-0-5).

The fundamentals of philosophy, the meaning and function of philosophy, the vocabulary and problems of philosophy, and the relation of philosophy to art, science and religion. Includes a survey of the basic issues and major types in philosophy, and shows their sources in experience, history and representative thinkers.

Philosophy 111-112-113—Introduction to Philosophy. (2-0-2).

(Not offered in 1956-57).

An informal discussion of the thinking of certain Greek, Roman, Early Christian Renaissance and modern writers.

Physical Education

Physical Education 11—Conditioning Course (0-3-1). Fall.

Consists of calisthenics, stunts and tumbling, lifts and carries, road work, dual combatives, and simple games.

Physical Education 12—Team Sports (0-3-1). Winter.

Consists of basketball, soccer, speedball and volleyball.

Physical Education 13—Elementary Swimming (0-3-1). Spring.

Physical Education 14—Officiating of Basketball (1-3-2). Winter.

Prerequisite: P. E. 12 or the equivalent.

Consists of a study of rules interpretation and actual experience in coaching and officiating in class and intramural games. Elective credit, except when substituted for P. E. 12.

Physical Education 20—First Aid and Safety Education (4-0-3).

Winter. Elective Credit.

The American Red Cross standard course in first aid is followed by a broad consideration of the opportunities for safety teaching in the school program.

Physical Education 21—Elementary Tennis (0-3-1). Fall.

Physical Education 22—Elementary Boxing for Men (0-3-1). Winter.

Physical Education 23—Senior Life Saving and Instructors' Course in Swimming (2-3-2). Spring.

Physical Education 24—Boxing for Teachers (2-3-2). Winter.

Physical Education 25—Folk Rhythms (0-3-1). Fall.

Physical Education 26—Modern Dance for Women (0-3-1). Winter.

Physical Education 27—Tap Dance for Beginners (0-3-1). Winter.

Physical Education 28—Adult Recreative Sports (0-3-1). Spring.
Consists of passive, semi-active and active games and sports which have carry-over value for later life.

Physical Education 29—Folk Rhythms for Teachers (2-3-2). Fall.

This course consists of advanced training in folk dances and practice teaching of those dances.

Physical Education 30—Archery (0-3-1) Spring.

Physical Education 31—Wrestling for Men (0-3-1). Winter.

Physical Science

Physical Science 11 (111) (5-0-5). Fall. No prerequisite.

A study of the scientific method and its use in the attempt of man to describe and explain the nature of the physical universe. This will include the study of fundamentals of physics and astronomy with some example of the applications of this knowledge in providing a better living for man. An attempt is made to go from the study of the large universe to the study of the small fundamental particles of which this universe is composed.

Physical Science 12 (112) (5-0-5). Winter. Prerequisite: Physical Science 11.

A continuation of Physical Science 11. In this course emphasis is placed on the study of the principles of inorganic and organic chemistry with some example of the application of chemistry in household, industry, medicine, biology, geology, etc. Here the knowledge of the

structure of the fundamental particles of matter (atoms and molecules) is used in the study of the classification of the simple components of matter (elements) and the changes which they undergo to form more complex substances (compounds).

Physics

Physics 11 (111) — General Physics (5-2-6). Winter. Laboratory fee. \$2.50. Prerequisite: a course in college mathematics or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of mechanics and heat.

Physics 12 (112) — General Physics (5-2-6). Spring. Laboratory fee. \$2.50. Prerequisite: Physics 11 or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of electricity, sound and light.

Physics 21 (121) — Mechanics (5-3-6). Fall.

Laboratory fee: \$2.50. Prerequisite: Mathematics 18.

An intensive course in mechanics. The course includes the study of statics, kinetics, energy, power, friction, machines, elasticity, hydrostatics and mechanics of gases.

Physics 22 (122) — Electricity (5-3-6). Winter.

Laboratory fee: \$2.50. Prerequisites: Mathematics 21 and Physics 21.

The course includes the study of magnetism, electrostatics, current electricity and its effect and some electrical instruments.

Physics 23 (123) — Heat, Sound and Light (5-3-6). Spring.

Laboratory fee: \$2.50. Prerequisites: Mathematics 21 and Physics 22.

This course includes basic concepts in heat and thermodynamics, sound, properties of light and a study of some optical instruments.

Political Science

Political Science 12 (112) — The Governments of Foreign Powers (5-0-5).

A study is made of the leading modern political theories, and attention is paid to the structure and powers of the major foreign governments. (Not offered in day session 1956-1957.)

Political Science 13 (113) — Government of the United States (5-0-5). Fall, Winter and Spring.

A study is made of the structure, theory, workings of the national government in the United States and some of the major problems of the state and local government. The course shows how developmental practice has created our government as it stands today.

Psychology

Psychology 1n (5-0-5).

This course is an introduction to the study of human behavior with emphasis on the underlying principles of mental adjustments. The importance of the nurses' own personality is stressed. (Not offered in 1956-57).

Psychology 20 (120)—Applied Psychology (5-0-5) Fall.

This course is an orientation into college and into the choice of a career. The objective aids developed in the field of psychology will be used to discover effective ways of learning in general, and of studying in the college setting. Methods of objective measurement of a person's intelligence, interests, special aptitudes and personality traits will be explored and demonstrated. These will be applied to problems of educational, vocational, and special interest training. For persons already in employment, special problems of personnel management and production output may be studied by modern psychological principles and techniques. Insofar as possible each student will have an opportunity to develop projects in these fields that will be useful in his own plans for education and career.

Psychology 21a (121a)—Introductory Psychology (5-0-5). Winter.

This course introduces the student to how the basic psychological processes operate and affect the behavior of the individual. Facts about patterns of growth from birth to maturity, learning to observe and deal objectively with the real world, having motivation, emotions, conflict and frustration are explored and applied to the student's present daily experience. Special study is given to unconscious influences on behavior in the study of mechanisms of defense and ways of directing these processes into more realistic and creative use of one's feelings, understandings and actions. By the end of the course the student is expected to be able to see these processes at work in a given example of behavior and to begin to see the interaction of all of these processes in a given act or experience. In the seminar type of class discussion the focus is on one of these topics. The discussion objective is for each student, after study, to share his concept of the topic or some phase of it, link it with the information in the text, and test it against his own experiences.

Psychology 21b (121b)—Experimental Psychology (5-0-5). Spring. Prerequisite: Psychology 21a (121a).

In this course the principles explained in Psychology 21a will be tested and explored by special projects and experimentation. Each student will select from a choice of topics introduced in 21a at least one systematic experiment and one live project, develop his plan of procedure, carry out his study according to approved objective methods and prepare a satisfactory written report. Class time will be used for group consultation in order that each member will follow the work of each other student and for use of class guidance and criticism. Topics suitable for a special study project include aspects of child development or special behavior aspects of children, maturation, emotions, conflict, frustrations, mechanisms of defense, sensory processes, perception, learning, remembering, thinking, personality adjustment.

Psychology 22 (122)—Social Psychology (5-0-5). Fall. Prerequisite: Psychology 21a (121a) or consent of instructor.

This course centers on a study of the individual's interaction with his social groups (family, friendship groups, clubs, church groups, community groups). Forces of need, emotion and interests that bind the individual to his groups and the dynamic forces of group interaction are analyzed. The live laboratory of the class itself is used for experiencing the processes of communication and interaction in a group setting. Special topics of attitude formation, leadership, group conflicts, social stratification, mass communication, propaganda, public opinion formation and methods of changing group patterns are studied, both by consulting the reports of responsible studies and by group projects.

Psychology 23 (123)—Child Psychology (5-0-5). Prerequisite: Psychology 21.

This course offers a study of the developmental factors operating in a child's experience which make for, or interfere with, effective expression of his capacities and adjustments to life situations. Sources are drawn from experimental research and from findings of analytic psychology. Direct observation of children individually and in a nursery is used as a source of class discussion. (Not offered in 1956-57).

Psychology 25 (125)—Psychology of Adjustment. (5-0-5).

The class setting is used in this course for direct experience of the use of group discussion for self-understanding. This is supplemented by systematic written self-analysis. (Not offered in 1956-57).

Social Science

Social Science 104—Contemporary Georgia (5-0-5).

A study of current economic and social statistics as pertaining to agriculture, industry and commerce; population trends and governmental organizations and problems.

Sociology

Sociology 1n—Elementary Sociology (5-0-5).

This course considers (1) the principles of sociology; (2) the nurse as a citizen of the community and as a professional worker; (3) the importance of the hospital among the social agencies in the community; (4) the patient in the hospital coming from the family and returning to the family. (Not offered in 1956-57).

Sociology 20a (120a)—Introductory Sociology (5-0-5). Winter

Sociology is a study of the social behavior of people as they interact with each other. This course presents information which has been gathered by systematic and scientific studies of human society. Material is drawn from Social Psychology on how an individual is "socialized" to interact with other people within his culture. This leads to some objective study of population patterns and the special distribution of people, occupational patterns of human communities, traits and characteristics of culture groups, typical features of group behavior and of the effect of mass communication on public opinion. Looking at mankind as a whole, his institutions of family, religion, economic behavior and political behavior are studied as stable patterns for meeting basic human needs, and as infinitely varied patterns adapted to the needs of different human groups. This introduction to sociology is successful if it leads the student into a more informed identification with wider segments of the human family and if he gains respect for objective methods of fact-gathering in his efforts to understand his human environment.

Sociology 20b (120b)—Social Problems (5-0-5). Spring. Pre-requisite: Sociology 20a (120a).

In this course the principles explored in Sociology 20a will be explored in planned projects of social research, supervised participation and/or analysis of local community resources. These will take form in accordance with student interest and actual cooperative resources of community organizations and personnel. Suggested areas of study are the fields of health (physical and mental), poverty, employment, education, government, crime (juvenile and adult), dependent children, housing, recreation, resources for the aged and others that reveal community problems or programs. Class time will be used for group consultation in order that each member will follow the work of each other student and for use of class guidance and criticism. At the end of the course a practical analysis will be made of how social change takes place in a community, with attention to the implications for change in national and international communities. For those who elect the Human Relations Concentration, a special seminar will be held at the end of this course for evaluating the students' experience in the whole Human Relations sequence.

Sociology 21 (121)—Marriage and the Family. (5-0-5). Fall and Spring.

This course first introduces the student to the basic uniformities yet infinite varieties of human families. He selects for studying the family pattern in a *culture different from his own*, and then studies the impact of *our own culture* as it influences the roles and interactions of a family that he knows well. This should give some sociological understanding of the family as a cultural institution. The rest of the course focuses on the individual within our culture growing and learning to love in a mature marital union. The early childhood learnings which affect basic attitudes toward parents, authority, the giving and receiving of love, and anger are presented from the findings of analytic psychology. Then each stage in the preparation for marriage is discussed: dating, courting, engagement, marriage, adjustment to money, sex, religion, in-laws, friends and children. Some practical studies of budget, house planning, settling differences, using help, etc. are worked out as projects. A prominent physician is guest lecturer on specialized information affecting the physical adjustment to marriage and parenthood. Through the process of free discussions in the group, the students begin to experience the "give and take" that grows into honesty and mutual respect. The experience of this process is used as a way of learning the reciprocal interaction that is basic to mature love of another person.

Spanish

Spanish 111-112—Elementary (5-0-5). Fall and Winter.

These courses are for the purpose of providing the student with the elements of Spanish reading, composition and conversation. No credit for graduation will be given until sequence is completed.

Spanish 121—Intermediate Spanish (5-0-5). Fall and Spring.

This course gives the student an opportunity to review the elements of Spanish grammar and to delve into the fine points of the language.

Spanish 122—Advanced Spanish (5-0-5).

The purpose of this course is to increase the students' facility in writing and speaking Spanish. Selected masterpieces of Spanish literature and current Spanish newspapers are read.

University of Georgia Extension Courses

The classes listed below are University of Georgia Extension courses. See under "Fees" the extra charges to enroll in these classes.

Business Administration and Economics *

Business Administration	E-311	Introductory Cost Accounting	(5-0-5)
Business Administration	E-351	Principles of Organization & Management	(5-0-5)
Business Administration	E-370	Business Law, first	(5-0-5)
Business Administration	E-371	Business Law, second	(5-0-5)
Business Administration	E-390	Real Estate Principles	(5-0-5)
Business Administration	E-515	Income Tax Accounting	(5-0-5)
Business Administration	E-519	Tax Accounting	(5-0-5)
Economics	E-312	Elementary Economic Statistics	(5-0-5)
Economics	E-326	Money and Banking	(5-0-5)
Economics	E-360	Principles of Marketing	(5-0-5)
Economics	E-386	Labor Economics	(5-0-5)
Economics	E-431	Investments	(5-0-5)
Economics	E-444	Government and Business	(5-0-5)

Classics

Classical Culture	E-301x	Greek Culture	(5-0-5)
Classical Culture	E-301y	Latin Culture	(5-0-5)

English

English	E-303	English Literature to 1800	(5-0-5)
English	E-304	English Literature after 1800	(5-0-5)
English	E-343	Contemporary Drama	(5-0-5)
English	E-411	Children's Literature	(5-0-5)

Geography

Geography	E-101	World Human Geography	(5-0-5)
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History

History	E-350x	American History to 1865	(5-0-5)
History	E-350x	American History since 1865	(5-0-5)

Health Education

Health Education	E-344	Problems in School Health Education	(5-0-5)
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Mathematics

Mathematics	E-102	Mathematics of Finance	(3-0-3)
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Music

Music	E-302	Methods of Teaching Public School Music	(5-0-5)
Music	E-312	Public School Music For Elementary Grades	(5-0-5)

* Economics 121 and 124 are prerequisites to all advanced courses in economics and business administration, except by special permission of the instructor.

Physical Science

Physical Science E-1 Survey (5-0-5)

Political Science

Political Science E-1 American Government (5-0-5)

Psychology

Psychology E-414 Psychology of Personnel (5-0-5)

Psychology E-423 Abnormal Psychology (5-0-5)

Social Science

Social Science E-4 Contemporary Georgia (5-0-5)

Sociology

Sociology E-315 The Field of Social Work (5-0-5)

Sociology E-360 Contemporary Social Problems (5-0-5)

Speech

Speech E-8 Fundamentals of Speech (5-0-5)

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BULLETIN OF

Armstrong College of Savannah

Savannah, Georgia

For Reference

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1957-1958

SUMMER

FALL

WINTER

SPRING

BULLETIN OF
Armstrong College
of Savannah

A City Supported Junior College
SAVANNAH, GEORGIA



18818

Membership In
American Association of Junior Colleges
Southern Association of Colleges and Secondary Schools
Association of Georgia Colleges
Georgia Association of Junior Colleges

VOLUME XXII

NUMBER I

ARMSTRONG COLLEGE
LIBRARY

CALENDAR FOR 1957-1958

SUMMER SESSION

1957

First Term

Evening College

Registration	Wednesday, June 12
Classes begin	Thursday, June 13
Last day to register for credit	Friday, June 14
Mid-term reports due	Wednesday, July 3
Holiday	Thursday, July 4
Examinations	Thursday, July 25

Second Term

Registration	Monday, July 29
Classes begin	Tuesday, July 30
Last day to register for credit	Wednesday, July 31
Mid-term reports due	Friday, August 16
Holiday	Monday, September 2
Examinations	Friday, September 6

FALL QUARTER

Freshman testing	Monday, September 16
Sophomore counseling	Tuesday, September 17
Freshman orientation and registration	Tuesday thru Friday, September 17-20
Registration	Monday, September 23
Classes begin	Tuesday, September 24
Last day to register for credit	Friday, September 27
Mid-term reports due	Friday, October 25
Pre-registration for winter quarter	Monday thru Wednesday, November 18-20
Thanksgiving holidays	Thursday thru Sunday, Nov. 28-Dec. 1
Examinations	Monday thru Wednesday, December 9-11
Homecoming:	
Basketball Game	Saturday, December 14
Reception and Dance	Friday, December 20
Christmas holidays	Thursday, Dec. 12 thru Wednesday, Jan. 1

WINTER QUARTER

Registration	Thursday, January 2
Classes begin	Friday, January 3
Last day to register for credit	Wednesday, January 8
Mid-term reports due	Wednesday, February 5
Pre-registration for spring quarter	Monday thru Wednesday, February 24-26
Examinations	Wednesday thru Friday, March 12-14
Spring holidays	Saturday thru Tuesday, March 15-18

SPRING QUARTER

Registration	Wednesday, March 19
Classes begin	Thursday, March 20
Last day to register for credit	Tuesday, March 25
Mid-Term reports due	Wednesday, April 23
Pre-registration for summer and fall quarters ..	Wednesday thru Friday, May 7-9
Examinations	Wednesday thru Friday, May 28-30
Sophomore Beach Party	Monday, June 2
Graduation	Wednesday, June 4

SUMMER SESSION

1958

First Term

Evening College

Registration	Friday, June 6
Examinations	Thursday, July 17

Second Term

Registration	Monday, July 21
Examinations	Friday, August 29

Administration

The College Commission

HERSCHEL V. JENKINS	Chairman
VICTOR B. JENKINS	Vice-Chairman
STEPHEN K. MYERS, <i>Ex-Officio</i>	HERBERT L. KAYTON
WILLIAM A. EARLY, <i>Ex-Officio</i>	ALEXANDER A. LAWRENCE, <i>Ex-Officio</i>
H. LEE FULTON, JR., <i>Ex-Officio</i>	W. LEE MINGLEDORFF, JR., <i>Ex-Officio</i>
JOSEPH H. HARRISON	DR. HELEN A. SHARPLEY
	FRED WESSELS, JR.

Administrative Staff and Faculty

FOREMAN M. HAWES, A. B., M. S.	<i>President</i>
ARTHUR M. GIGNILLIAT, A.B., M.A., Ph.D.	<i>Vice-President-Director of the Evening College</i>
JULE C. ROSSITER, ASSOCIATE IN ARTS	<i>Secretary & Treasurer</i>
M. LORRAINE ANCHORS, A.B., M.A.	<i>Registrar</i>
MARY STRONG, A.B.	
	<i>Coordinator for the Technical Institute Program</i>
LUTRECIA ADAMS, B.S. and M. A., Peabody College	
	<i>Instructor in Biology</i>
AVIS G. BARNES, B.S., University of Georgia	
	<i>Chemistry Laboratory Instructor</i>
	<i>Instructor in Biology</i>
W. ORSON BEECHER, A.B., M.A., Emory University; M.A., University of Georgia.	
	<i>Instructor in History</i>
JANE BLAND, Associate in Arts, Armstrong College of Savannah	
	<i>Clerical Assistant in the Registrar's Office</i>
**STEPHEN P. BOND, B.S. in Architecture, The Georgia Institute of Technology.	
	<i>Instructor in Engineering Drawing</i>
MINNIE MCG. CAMPBELL, Diploma from the Banks Secretarial School.	
	<i>Clerical Assistant in the Registrar's Office</i>
**JAMES H. CARITHERS, B.S. in Industrial Arts, Berry College.	
	<i>Instructor in Engineering Drawing</i>

JAMES CHARBONNIER. A.B., B.S., Geneva College, Geneva University, Switzerland; B.D., Drew University; A.M., Yale University; Doctor of Letters, Geneva University.

Instructor in French, German and History

PATSY CROCKETT, B.S., University of Tennessee.

Instructor in Physical Education for Women

LAMAR W. DAVIS, B.S. and M.S., University of South Carolina; Certified Public Accountant.

Instructor in Business Administration

JOSEPHINE SIMMONS DENMARK, B.S., Georgia Teachers College; M.S. in Home Economics, University of Georgia.

Instructor in Home Economics

JOHN J. DUNN, B.A., Harvard University.

Instructor in English

ROSSITER C. DURFEE, A.B., and M.A., Stanford University.

Instructor in English and Director of the Masquers

ROBERTA W. EARLE, Savannah Vocational School.

Clerical Assistant in the Business Office

ELIZABETH OGLETREE HITT, attended Armstrong College of Savannah

Clerical Assistant in the Registrar's Office

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Instructor in French and English

ESSIE D. JENKINS, Owensboro Business College, Kentucky.

Instructor in Typing

JOSEPH I. KILLORIN, A.B., St. Johns College; M.A., Columbia University.

Instructor in History and Political Science

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Instructor in French and English

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Librarian

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Instructor in Biology

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Instructor in Chemistry

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Director of the Glee Club and Faculty Advisor for Student Publications

ELIZABETH POUND, Georgia State College for Women, State Teachers College.
Director of the Student Center

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Assistant to the Librarian

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WESLEY W. APPLE, B.S., Carnegie Institute of Technology.

Instructor in Mathematics

ROBERT B. BLACKMON, B.S., Clemson College.

Instructor in Mathematics

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Instructor in English

BRYANT W. CANTY, A.B., University of Georgia.

Instructor in Botany

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Instructor in Mathematics

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Instructor in Political Science

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Instructor in English

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Instructor in History

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Instructor in Psychology

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Instructor in Engineering Drawing

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Instructor in Sociology

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Instructor in Music

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Instructor in Business Administration

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Instructor in Business Administration

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Instructor in Chemistry

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JOSEPH L. ZERMAN, B.A., Emory University.
Instructor in English

JOSEPH ZELNIGHER, A.B., D.D.S., New York University.
Instructor in Physical Science

Technical Institute Program Instructors **Chemical Technology*

ELLIS O. BARNES, B. Ch. E., University of Louisville.

JOHN C. BOWERS, B.S. in Ch. E., Virginia Polytechnic Institute; M.S. in Ch. E., Virginia Polytechnic Institute.

EVERETT J. HARRIMAN, B.S. in Chemical Engineering, University of Maine; M.S. in Pulp and Paper Technology, University of Maine.

JAMES C. MCKEE, Bachelor of Forestry, Stephen F. Austin College; Mastery of Forestry, Duke University.

ROBERT D. MOUNTS, B.S. in Chemistry, University of Hawaii; B. Ch. E., North Carolina State University.

ERNEST CLIFTON, B.S. in Mech. E., Georgia Institute of Technology.

FRANK N. RHOAD, B.S. in Chemistry, Wofford College; M.S. in Chemistry, Vanderbilt University.

CALVIN F. SCHLESSMAN, B.S. in Chem. Engineering, Carnegie Institute of Technology.

DAVID W. REID, B.S. in Ch. E., North Carolina State University.

Industrial Technology

SIDNEY T. NUTTING, B.S. in Industrial Engineering, Georgia Institute of Technology.

ROBERT J. CUMMINGS, Bachelor of Industrial Engineering, University of Florida; Master of Science in Engineering, University of Florida.

JAMES A. HENDERSON, Bachelor of Industrial Engineering, University of Florida.

GEORGE L. BRANNEN, B.S. in Industrial Engineering, Georgia Institute of Technology.

CREED H. REAGAN, B.S. of Industrial Engineering, University of Tennessee.

HERMAN R. LETCHWORTH, Journeyman Machinist, methods and machine design.

* Instructors for courses offered at the Union Bag-Camp Paper Corporation plant.



General Information

History and Organization

Armstrong College of Savannah was founded on May 27, 1935, by the Mayor and Aldermen of the City of Savannah to meet a long-felt need for a junior college. The first college building was the magnificent home of the late George F. Armstrong, a gift to the city from his widow and his daughter. The former home, now called the Armstrong Building, is an imposing structure of Italian Renaissance architecture; inside, its spacious rooms and marble halls lend an air of dignity; while outside it is one of the beautiful college buildings in the South.

Over the years, through private donation and public appropriation, the campus has been enlarged until now it includes four additional buildings: the Lane Building, a gift of the late Mills B. Lane, prominent banker; John W. Hunt Memorial Building in which are located the Student Center, the Home Economics Program, the Women's Lounge, the Dancing Studio, and the Music Room; Herschel V. Jenkins Hall, which contains the auditorium and theater for the Armstrong College Masquers, and class rooms; and Thomas Gamble Hall, site of science lecture rooms and laboratories.

Three of the buildings face forty-acre Forsyth Park, the most beautiful park in the city; the other two face Monterey Square, one of the carefully planned squares for which Savannah is famous.

Hodgson Hall, across from Forsyth Park on Whitaker Street, contains the college library as well as the Library of the Georgia Historical Society, to which Armstrong students have access.

The college is under the control of a commission of six members, appointed by the Mayor. In addition, the commission includes as ex-officio members the Mayor, the Chairman of the Chatham County Board of Education, the Chairman of the County Commissioners, the Superintendent of the Board of Education, and the President of the Savannah Chamber of Commerce.

Except for the war years, enrollment has shown a steady increase. At present the total number of students in the day and evening programs is approximately one thousand.

Aims

The college seeks to serve the community by giving the men and women who attend its classes a better understanding of the world in which they live and the experience of adapting knowledge to meet the obligations and responsibilities of citizenship.

The student may complete one or more of the following specific objectives.

1. Complete the freshman and sophomore years of the four-year senior college program leading to the baccalaureate degree;
2. Finish two years of pre-professional work leading toward medicine, dentistry, law, home economics, the ministry and other professions;
3. Graduate from a semi-professional program, prepared to go into business or industry;
4. Complete two years of an engineering program which is transferable for credit to colleges of engineering.

The college awards an associate degree to students completing an approved program.

Admission to the College

A student planning to enter Armstrong will obtain from the Registrar an "Application for Admission Form." The student will complete and return this form to the Registrar's office. *Request the High School Principal, or the College Registrar (in the case of an transfer student), to send a transcript of credits to the Registrar's Office, Armstrong College of Savannah, Savannah, Georgia.*

Having checked the student's records for compliance with the minimum requirements for admission, the Registrar's office will send a notice to the student that he has been admitted to the college, together with certain physical examination forms which must be completed and returned before the student can complete registration. The applicant will be notified of the dates of the freshman placement examinations. These tests do not affect a student's entering Armstrong, but will enable the faculty advisers to assist him in selecting a program of study upon entrance. *Students are required to take these tests before registration is completed.*

Requirements For Admission

There are two methods of admission to Armstrong College: either by certificate or by examination.

By Certificate

1. A candidate for admission to Armstrong College of Savannah by certificate must be a graduate of an accredited high school with at least fifteen units of credit.

2. No subject-matter units are prescribed. The high school program should be of such nature as to give satisfactory preparation for beginning college studies. Subjects which may be expected to contribute to this end are English composition, literature, natural science, history and other social studies, foreign languages, and mathematics. The right is reserved to reject any applicant whose high school program does not indicate adequate preparation for college work.

3. A record of high school credits earned by the applicant should be made out on the proper forms by an official of the high school and mailed directly to the Office of the Registrar. This certificate becomes the property of the college and cannot be returned to the applicant.

4. Two units in high school algebra and one in plane geometry are pre-requisites for admission to the freshman class in engineering.

By Examination

Students beyond high school age, who do not meet the above requirements for admission by certificate, may take the General Educational Development tests (high school level). The student will be admitted to college on the basis of his scores. These tests should be completed at least one week before registration. Additional information may be secured from the Registrar's office.

By Transfer

Credit will be allowed for work done in other institutions of proper rank and standing and in certain cases for training received in the Armed Services. Credit from other institutions will be accepted toward graduation to the extent that the student has a general average of "C" for all college work transferred. To receive a degree from Armstrong College of Savannah, a student must be in attendance taking a normal study load for two quarters earning a "C" average and, in addition, must satisfy the requirements of a particular course of study. Adults (students over 21 years of age) may receive credit for certain college work on the basis of the General Educational Development tests (college level).

Admission of Special Students

Adults who are interested in enrolling in courses for their intrinsic value but who do not wish college credits may be enrolled as special students. Requirements pertaining to entrance examinations, physical examinations, and physical education do not apply to these students.

Transient Students

A student regularly enrolled in another college may register at Armstrong as a transient student with the permission of his dean or adviser. This permission should be obtained in writing prior to registration. For such a student, entrance requirements are waived.

Admission of Veterans

Armstrong College of Savannah will accept veterans who are not high school graduates if their official General Educational Development tests show scores that indicate the applicant's ability to do college work. A Certificate of Eligibility and Entitlement (VA Form No. 7-1993) is required of every veteran who attends this institution under Public Law 550 (Korean Bill), application for which may be completed at the Veterans Administration office in the Industrial Building, Savannah, Georgia. Immediately upon receipt of certificate from the Veterans Administration, the student should contact the Armstrong College Veterans Office regarding processing of certificate and future monthly reports. All veterans attending Armstrong under Public Law 550 should be prepared to pay tuition and fees at time of registration.

↑

Orientation and Advisement

The counseling and advisement service of Armstrong College of Savannah offers help in solving problems connected with the student's college program.

Students are urged to request help from their instructors when the difficulty is one concerned with the subject itself and having no complications. The areas with which the adviser is usually concerned are choice of vocation, the planning of work in college, study habits generally and personal adjustment to college life. Those problems which do not fit into these general categories either because of greater intensity or critical developments are referable to community agencies outside the college if this is agreeable to the student and his parents or guardians.

The academic advisement of students is distributed among the entire faculty so that each instructor carries the responsibility for a proportionate number of the entire student body registered in the day program. Advisement interviews are scheduled with each student at least once a quarter and appointments for these interviews are mailed from the office of the Registrar. These interviews are designed to aid the student in planning his program of work in college.

Commencement Exercises

Commencement exercises are held each year in June. At this time

an associate degree is awarded to those students who have met the requirements for graduation, and recognition is given to those who qualify for scholastic honors. The faculty and graduates participate in full academic dress.

Fees

Tuition will be charged as follows for Armstrong College Courses:

For 11-17 quarter hours—\$55.00.

For each quarter hour *less than* 11 quarter hours—\$5.00.

For each quarter hour in excess of 17 quarter hours—\$5.00.

All applied Music courses will be \$45.00 per course.

The tuition for University of Georgia Extension courses is \$5.60 per quarter hour. A registration fee of \$1.00 per student per quarter will be charged for University of Georgia Extension courses. (Armstrong College charges a service fee of sixty cents per quarter hour for handling Extension courses. The \$5.60 charge per quarter hour for Extension courses represents \$5.00 per quarter hour for tuition and .60¢ per quarter hour service fee).

Anyone wishing to audit a non-laboratory course (but not receive college credit) may do so with permission of the instructor by paying a fee of \$10.00 per course.

Students will be allowed three days in which to complete registration in each of the two Summer Terms. However, a late registration fee of \$3.00 will be charged on the third day of registration. Five days will be allowed for completion of registration in the Fall, Winter and Spring Quarters, a late registration fee of \$3.00 being charged on the fourth day of registration and \$4.00 on the fifth day of registration.

An activity fee of \$5.00 each quarter will be charged all day students who are registered for 10 quarter hours or more. This fee is not charged Evening College students unless they wish to participate in the regular activity program of the college.

Students taking laboratory work will be required to pay a fee for materials and equipment. This fee is indicated in the description of courses found under "Course Descriptions" elsewhere in this bulletin.

For cause a student may arrange with an instructor to make up an announced quiz or final examination. The *arrangements* to make up the announced test must be made within one week after the student returns to college.

A fee of \$2.00 is charged for the making up of any announced quiz and a fee of \$5.00 for a make-up final examination, and labora-

tory examinations, except as shown below. The total charges to any one student for a final make-up examination and/or final laboratory examination in a given subject shall not exceed \$5.00. All fees will be paid to the Business Office.

The conditions under which fees for make-up quizzes and final examinations will *not* be charged are as follows:

The student was absent (1) on official school business.

(2) due to illness.

(3) because of a death in the family.

(4) in observing religious holidays.

The student's reasons for claiming exemption from paying the fee must be presented to the instructor in writing.

Refunds of fees and tuition will be made *only* upon written application for withdrawal from school. No refunds will be made to students dropping a course. The schedule of refunds is given below:

WITHDRAWAL SCHEDULE

	Withdrawal Dates	Amount due to college
First Session	June 12, 13, 14,	20% of gross registration fees
Summer Quarter	June 17, 18	40% of gross registration fees
1957	June 19, 20, 21.	60% of gross registration fees
	June 24, 25	80% of gross registration fees
Second Session	July 29, 30, 31	20% of gross registration fees
Summer Quarter	August 1, 2,	40% of gross registration fees
1957	August 5, 6, 7	60% of gross registration fees
	August 8, 9	80% of gross registration fees
Fall Quarter, 1957	September 23, 24, 25, 26, 27	20% of gross registration fees
	September 30, Oct. 1, 2, 3, 4	40% of gross registration fees
	October 7, 8, 9, 10, 11	60% of gross registration fees
	October 14, 15, 16, 17, 18	80% of gross registration fees
Winter Quarter, 1958	January 2, 3, 6, 7, 8	20% of gross registration fees
	January 9, 10, 13, 14, 15	40% of gross registration fees
	January 16, 17, 20, 21, 22	60% of gross registration fees
	January 23, 24, 27, 28, 29	80% of gross registration fees
Spring Quarter, 1958	March 19, 20, 21, 24, 25	20% of gross registration fees
	March 26, 27, 28, 31, Apr. 1	40% of gross registration fees
	April 2, 3, 4, 7, 8	60% of gross registration fees
	April 9, 10, 11, 14, 15	80% of gross registration fees

A graduation fee of \$7.50 will be collected from each candidate for graduation.

Any student delinquent in the payment of any fee due the college will have grade reports and transcripts of records held up, and will not be allowed to re-register at the college for a new quarter until the delinquency has been removed.

Each student leaving Armstrong College is entitled to one official transcript of his college work. The charge for additional copies is \$1.00 each.

Library

The college library of Armstrong College is housed in Hodgson Hall on the corner of Whitaker and West Gaston Streets. All the materials are readily available to the students since all books are on open shelves. On the main floor is the reference room which contains reference books, non-fiction books, reserve desk and circulation desk. Downstairs is another reading room, containing fiction, biography, books in foreign languages, current and bound volumes of periodicals. The workroom and office of the Librarian are also downstairs.

At the present time the library has more than 14,000 volumes and a collection of pamphlets on subjects of current interest. More than one hundred periodicals are received, including four newspapers. Besides the books, periodicals and pamphlets, the library has a collection of recordings and a phonograph located in the downstairs reading room for the use of the students, faculty and staff.

In addition to the resources of the college library the students have free access to the holdings of the Georgia Historical Society, also housed in Hodgson Hall. This library contains an outstanding collection of materials on Georgia and its history as well as a large collection of materials on Southern history. The holdings of the Historical Society consist of more than ten thousand books, eighty periodical subscriptions, an extensive manuscript collection, and one of the more complete files of Savannah newspapers, dating back to 1763.

Audio Visual Instruction

Certain classrooms of the college are equipped with screens for the showing of films. In the teaching of English, public speaking, foreign languages and music, visual aids are supplemented by recordings.

Student Assistants

The college employs a number of student assistants each year. These students work in the library, science laboratories, business offices and with the faculty. Those who desire such employment should apply to the staff member who is in charge of the work in which he is interested or to the President of the college.

Scholarships

The scholarships which are available to students are listed below. Application blanks may be secured from the President's office in the Armstrong Building. Those who wish to apply for scholarships for the school year beginning in September should file an application in the President's office not later than July 15. All applicants are required

to appear before an oral interview board during the month of August. Each applicant will be notified when to appear for this interview.

Commission—7 for \$100.00 each. (Both men and women eligible).

These are work scholarships. Students who hold these spend a few hours each week as assistants in the library, laboratories or in the administrative offices. In some instances it is possible for a student to earn more than \$100.00 a year.

Arthur Lucas Memorial—5 for \$100.00 each. (Both men and women eligible).

Junior Chamber of Commerce—2 for \$100.00 each (Both men and women eligible). One is for a sophomore and one is for a freshman.

Edward McQuire Gordon Memorial—1 for \$200.00 (Men only are eligible).

Savannah Gas Company Engineering—1 for \$100.00. (Men only are eligible).

Savannah Gas Company Home Economics—2 for \$100.00 each (Women only are eligible).

Thomas Mayhew Cunningham Memorial—1 for \$200.00 (Both men and women are eligible).

Placement Service

The college maintains a placement service for the benefit of employers and students. Anyone seeking part-time employment while in college, or full-time employment after leaving college, should place him name on file with the Business Office.

Student Center

The college does not operate a boarding department. The Student Center in the Hunt Building is open throughout the day and provides light lunches at reasonable prices. The Center also provides recreational facilities and houses the book store.

Student Activities

The entire program of student activities at the college is designed to contribute to the development of the whole individual and to assist him in becoming an active and helpful member of the community.

The governing body for student affairs at Armstrong College is the Student Senate. This organization is made up of elected representatives from all student groups recognized by the Senate. It is the function and responsibility of the Senate to coordinate, direct and control student organizations and activities at Armstrong.

Athletics

Basketball is the only sport in which the college fields an inter-collegiate team. All other sports at the college are on an intramural basis. Intramural competition is offered in such sports as basketball, volleyball, swimming, football, tennis, softball and ping-pong. All are encouraged to take part in this program.

Physical Education Program

All regular day students, except veterans, are required to participate in a physical education program. Courses are offered each quarter except during the summer. These are listed elsewhere in the catalog under "Course Descriptions."

Publications

There are two student publications at Armstrong, the *Inkwell*, a newspaper, and the *Geechee*, the college annual. These afford the students an opportunity to express themselves through creative writing and art work, and to gain experience in other journalistic activities.

The Armstrong College Masquers

The Armstrong College Masquers, with a charter membership of over seventy students, was organized in the Fall of 1950, after the Savannah Playhouse separated from Armstrong College and was re-organized as the Little Theatre, Inc.

The Masquer organization's goal is to furnish enjoyment and appreciation of the drama for both participants and spectators through a balanced presentation of popular and classic theatre.

Masquer membership is open to all students interested in any phase of the theatre: acting, designing, lighting, make-up, costuming, and other production skills.

An affiliate of the Masquers is the Armstrong Radio and Television Workshop, formed to offer interested students an opportunity to develop techniques of radio and television broadcasting.

The Glee Club

The Armstrong Glee Club is composed of students who enjoy singing and desire the satisfaction to be gained from group singing. Besides two yearly concerts at the college, the Glee Club has produced musicals with the Armstrong Masquers and sung for many civic groups in Savannah.

ARMSTRONG EVENING COLLEGE

Fully accredited college classes are offered after 6:00 p.m., Monday through Friday. Classes meet one, two or three evenings a week according to the amount of credit the course offers.

Students not seeking degrees may enroll in courses on a non-credit basis.

It is possible to enroll for classes taught on Monday, Wednesday and Friday at 6:00, 7:30 or 9:00 p.m. Students employed during the day are urged to limit their enrollment to one or two courses. Eighteen five-hour courses, or the equivalent, are required for graduation. A student planning to graduate, should complete a program of study listed elsewhere in this *Bulletin* under "Curriculums."

The dates for refunds in the case of withdrawal listed elsewhere in this *Bulletin* are applicable. When a student is enrolled in more than one course, no refund is allowed for dropping a single course. Refunds are made only in case of withdrawal from the college.

The cost of tuition, etc., is covered under "Fees". Student activity fees are not assessed evening college students, unless they wish to participate in the regular activity program of the college.

Armstrong Evening College, as successor of the Savannah Branch of the University of Georgia Off-Campus Center, began operation in June 1951. Veterans are now attending under Public Laws 550 and 894 (Korean Veterans).

Qualified Armed Service personnel, currently on active duty, may have their tuition partially defrayed by the services. This is arranged through the unit education officer of the service affected.

Quarterly announcements of Evening College courses, instructors, etc., may be obtained by addressing requests to the Director, Armstrong Evening College, P. O. Box 1913, Savannah, Georgia.

The Technical Institute Programs

Two programs leading to the degree of Associate in Science are offered jointly by the Armstrong Evening College and the Union Bag-Camp Paper Corporation. One of these offers a concentration of courses in Chemical Technology and the other relates to Industrial Technology. Both are two-year programs and all courses included in them are fully accredited by Armstrong College.

The basic courses will be conducted at Armstrong College by the college staff. Tuition and entrance requirements for these classes are identical with those for similar courses in the Armstrong Evening College.

The advanced technical courses will be conducted at the plant of the Union Bag-Camp Paper Corporation by fully qualified company personnel. Excellent shop and laboratory facilities and classrooms are available. Tuition for these courses is an administrative fee of \$1.00 per credit hour, payable to Armstrong College. Classes are open to students employed in any industry. Those seeking college credit must meet the entrance requirements listed elsewhere in the Bulletin. Students not seeking degrees may enroll on a non-credit basis.

Classes at both Armstrong College and the Union Bag-Camp Paper Corporation are scheduled with duplicate or extra sessions whenever possible to accommodate shift workers with rotating work hours.

Programs of study and course descriptions in the Technical Institute Programs will be found elsewhere in this bulletin under "Curriculums" and "Course Descriptions."

Senior College Courses

Through the Extension Division of the University of Georgia, Armstrong Evening College offers upper-division courses which can be taken for credit, satisfying junior and senior requirements for the bachelor's degree. A minimum of one year of residence at the University is required to receive the bachelor's degree. The equivalent of one year of senior college work, however, may be completed through extension classes in residence at Armstrong College for certain degree programs.

Instructors in the extension classes are approved by the heads of the departments at the University of Georgia. These courses then carry University credit and are recorded in the Registrar's office at the University of Georgia. They are University of Georgia courses taught in Armstrong Evening College. (See photostat). The section under "Fees" explains special charges for University of Georgia Extension courses.

In the past, the courses offered have been the core curriculum for the junior year leading toward the Bachelor of Business Administration degree; also, income tax accounting, a second course in business law, personnel administration and other advanced courses in economics and business administration as requested.

Junior and senior courses leading to the Bachelor of Arts degree are offered in English, literature, history, psychology and sociology. Other courses will be added if sufficient student requests warrant.

Courses required to qualify for State Department Teacher's Cer-

tificates are sometimes offered as extension classes. Students are limited to 90 quarter hours of residence credit at the junior college level. Another 45 quarter hours of credit may be obtained through senior college extension classes.

Transcripts of credit granted for University of Georgia Extension courses must be obtained from the office of the Registrar, University of Georgia, Athens, Georgia—*not from Armstrong College*. In requesting such transcripts, the student should indicate that the courses were taken at Armstrong College of Savannah through the Extension Division of the University of Georgia.

THE UNIVERSITY OF GEORGIA

OFFICE OF THE REGISTRAR

ATHENS, GEORGIA

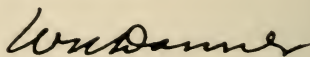
April 28, 1954

TO WHOM IT MAY CONCERN:

This is to advise that any student may use up to a maximum of 45 quarter hours credit completed through correspondence and extension courses toward a degree at the University of Georgia. This may be taken over and above the first two years of work whether these be completed at a junior college or a senior college.

Specifically, we will recognize without question up to 45 quarter hours credit completed in extension courses offered in a joint program sponsored by Armstrong College of Savannah and the Division of General Extension at the University of Georgia.

Cordially,



Walter N. Danner
Registrar

WND:cc

General Regulations

Advisement and Placement Tests

To help a student select a definite objective early in his college program, the Armstrong staff administers to each entering freshman a series of interest, aptitude, and achievement tests. In the fall, these are given during Freshman Week and are scored prior to the student's interview with an adviser. On the basis of these objective measurements, the student's previous record, his interest and his family counsel, the student with the aid of his adviser decides on a program of study which will enable him to accomplish his purpose.

Physical Examinations

Each day student must submit a completed physical examination report on the forms furnished by the college before he can complete his registration. A chest X-ray is also required. On the basis of the examination, the physical education director will adapt a program of training and recreation to individual requirements. This regulation is not applicable to students enrolled in the Evening College.

Course Load

The unit of work for a regular student is 16-17 quarter hours per quarter. A normal schedule of sixteen quarter hours presupposes that the average student will devote approximately forty-eight hours per week to his college classes and to his preparation therefor.

Except in engineering, permission to enroll for more than 17 quarter hours will be granted only to students who have a "B" average for the preceding quarter. The quarter just prior to graduation, a student may take an extra course which is necessary to meet requirements for graduation. No student will be allowed to register for more than 21 hours in any one quarter.

No student will be allowed to take more than 11 quarter hours of work in the Evening College during the fall, winter or spring quarters unless he has better than a "B" average in the last quarter for which grades are available. A student will be limited to 6 quarter hours during any one term of the summer unless he has better than a "B" average in the last quarter of work for which grades are available. All entering students are limited to 11 quarter hours of work in the fall, winter and spring quarters; and to 6 quarter hours of work during any one term of the summer session. Exception may be made in the case of entering students who are employed.

Admission to Class

Students will be admitted to class when the instructor is furnished an official class card indicating that he has completed his registration and paid his fees in the Business Office.

Conduct

Compliance with the regulations of the faculty and the Armstrong College Commission is assumed. Gambling, hazing, and the use on the campus of intoxicating beverages are prohibited.

Reports and Grades

It is felt by the administration and faculty that students in college should be held accountable for their scholarship. Accordingly, report cards, warnings of deficient scholarship and all such notices are not sent out to parents or guardians by the Registrar except on request. Instead the students themselves receive these reports and are expected to contact their advisers whenever their work is unsatisfactory. Report cards are issued at the end of each quarter. Reports of failing grades are issued in the middle of each quarter. Each student has access to an adviser; in addition, the Registrar and all instructors are available to help any student seeking assistance.

Reports are based on the following system of grading:

A plus	Exceptional	4 honor points per quarter hour
A	Excellent	3 honor points per quarter hour
B	Good	2 honor points per quarter hour
C	Fair	1 honor point per quarter hour
D	Poor	No honor points per quarter hour
E	Incomplete	Incomplete must be removed before mid term of the following quarter
F	Failure	Course must be repeated
W	Withdrew	Course must be repeated
W/F	Withdrew Failing	Course must be repeated

A student who receives an "E" (incomplete grade) should consult his instructor at once and arrange to complete the requirements of the course. An "E" grade which has not been removed by the middle of the succeeding quarter automatically becomes an "F". An "E" grade becomes an "F" if the course is repeated.

A student who receives an "E" grade in the Evening College will have one year in which to complete the requirements of the course. If the "E" grade is not removed within this time, it automatically becomes an "F". An "E" grade becomes an "F" if the course is repeated.

Honors

Students who have been in attendance for three consecutive quarters taking a normal load and achieving an average grade of "B"

or better with no grade below that of "C" will be placed on the Permanent Dean's List. This list is published each June in the commencement program.

Graduates who meet the requirements for the Permanent Dean's List and who are graduating with an average of three honor points per quarter hour, will be designated as graduating *summa cum laude* (with highest distinction). The designation *cum laude* (with distinction) will be bestowed upon those meeting the above requirements with an average of two honor points per quarter hour.

A valedictorian will be selected by the graduating class from the five students with the highest scholastic averages in the work completed before the term in which the students graduate.

Students taking a normal load who make a grade of "B" or better in each course during any quarter will be placed on the Dean's Scholastic Attainment List.

Students in the Evening College enrolled for ten or more hours, who earn 15 consecutive quarter hours of credit with grades of "B" or better in each course will be placed on the Dean's Scholastic Attainment List.

Attendance

Students are expected to attend classes as scheduled. Any absence, whatsoever, from class work entails a loss to the student.

A day student who has been absent from class for a valid reason should have the absence excused with a written statement to his instructor who will initial it. The student will then file this form in the Registrar's office. Excuses must be submitted within seven days from the date the student returns to school; otherwise the absence will not be excused. Evening College students must leave excuses for absence in the Evening College office on a special form provided for that purpose.

An Evening College student whose absences for any cause exceed one third of the number of times the class meets in the quarter will be dropped from the class. The student will be given a "W" if at the time he was dropped he had a passing grade; if at the time he was dropped he was failing, he will be given a "WF."

The above regulation is waived only in those cases in which the instructor and the registrar concur.

A student who has unexcused absences equal in number to the times the class meets in one week, and has one additional unexcused absence, will be dropped from class. The instructors will notify the

Registrar's office when a student should be dropped. The Registrar's office will notify the student. Grades assigned to those who have been dropped will be either W or W/F. A student who is dropped within three weeks after the beginning of the quarter will automatically receive a grade of W. A student who is dropped after the 3rd week of the quarter will receive either a W or a W/F depending upon his status at time the student withdraws or is dropped from class.

Students will be charged with absences incurred by late registration in the college as indicated in the current bulletin and these absences carry the same penalty as the other absences from a course.

Attendance at monthly assemblies is required.

Withdrawals

A formal withdrawal, presented to the Registrar in writing, is a pre-requisite for honorable dismissal from, or re-entrance into, this institution. Any student planning to withdraw should immediately make such intentions known to the administration of the college in writing. This notice is required to receive any authorized refunds.

A student should formally withdraw from any class which he discontinues by securing the written approval of the instructor and his faculty adviser. This written approval should be filed in the Registrar's office. Grades assigned to those who withdraw will be either W or W/F. A student who withdraws within three weeks after the beginning of the quarter will automatically receive a grade of W. A student who withdraws after the 3rd week of the quarter will receive either a W or W/F depending upon his status at the time the student withdraws or is dropped from class.

Dismissal

Any day student failing (except in cases excused before examinations on account of illness) to pass at least one course other than physical education in any one quarter will be dropped from the rolls of the college. Any student who fails to make an average of at least 0.6 honor points per quarter hour in all work scheduled during the first three quarters work at the college will not be allowed to re-register. Withdrawal is recommended to all students who have less than a "C" average at the end of the fourth quarter. At the end of the sixth quarter's work a student must have a 0.8 honor point per quarter hour average in order to re-register.

Any student in the evening program seeking credit who fails (except when excused before final examination on account of illness) to pass at least one course in two consecutive quarters will be dropped

from the rolls of the college. Any student in the evening program who fails to make an average of at least 0.6 honor points per quarter hour in the first 50 quarter hours of work at the college will not be allowed to re-register. Withdrawal is recommended to all students who have less than a "C" average at the end of 70 quarter hours of work. At the end of 90 quarter hours of work, a student must have an average of 0.8 honor points per quarter hour in order to re-register.

Students who have been asked to withdraw on account of academic deficiency will be re-admitted to Armstrong if the student goes to another college for one quarter and maintains a "C" average. If a student does not go to another college he may re-register at Armstrong after two quarters. He re-enters on probation for one quarter, during which quarter he must make a "C" average.

Requirements for Graduation

The requirements for graduation from Armstrong College of Savannah are listed below:

1. The student will complete a program of study listed elsewhere in the catalog under "Curriculums" with an average grade of "C." Any exceptions to a program may be referred by a student's adviser to the Committee on Academic Standing.
2. One-third of the work required for graduation will be completed at Armstrong College of Savannah.
3. Not more than one-fourth of the total work required for graduation will consist of correspondence courses and credit for training in the Armed Services.

Candidates for graduation will make application in the Registrar's office two quarters prior to the expected date of graduation.

Recommendations

The recommendations issued by the college are based on the grades the student earns, his student activity record, and the opinions expressed by his instructors on a special student rating form.

The files of the Registrar's office which include all permanent records are consulted regularly by representatives of the Federal Bureau of Investigation, the Civil Service, the local Credit Bureau and other agencies having access to confidential records. A good college record is of vital importance to a student.

Curriculums

General

Before registration, the student should PLAN A PROGRAM OF STUDY WITH AN ADVISER. Even if a student knows what courses are required for graduation, he should have on record in the office of his adviser a copy of his program. In order for a student to make any changes in his planned program he must consult his adviser. The adviser and the Registrar will check a student's program and it will be approved two quarters prior to the expected date of graduation.

An associate degree is conferred upon all students who successfully complete at Armstrong College of Savannah one of the two-year programs outlined in the catalog.

If a student plans to transfer to another institution either before or after graduation, it is essential that he determine what courses must be completed at Armstrong in order to conform with the degree requirement of the institution to which he wishes to transfer.

The Core Curriculum

There are certain bodies of knowledge and certain skills indispensable to every college trained man and woman. The understanding of one's environment and man's struggle to adapt it to useful ends, the ability to communicate his thoughts and feelings, right group-attitudes and coordinated physical activity—these objectives are set up in the following courses required of all students desiring to graduate.

Freshman year: English 14, 15 (114,115); History 14, 15 (114, 115); ten quarter hours of natural sciences, and Physical Education 11, 12, 13. With permission of instructor, students may substitute Physical Education 14 for Physical Education 12 and Physical Education 23 for Physical Education 13.

Sophomore year: Sophomore English and three quarters of physical education. Students enrolled in certain terminal courses described below may substitute English 28 for one of the required English courses.

Students graduating in less than the six quarters of the regular session may reduce their physical education requirements accordingly. Physical education should be taken in the proper sequence and two courses should not be scheduled in any one quarter.

SENIOR COLLEGE PREPARATORY PROGRAMS

Business Administration*

First Year

English 14, 15—Freshman English	10
History 14, 15—Western Civilization	10
Physical Education 11, 12, 13	3
Laboratory Science	10
Mathematics 16—College Algebra	5
Mathematics 19—Finance	5
Electives	5

TOTAL 48

Second Year

English 21, 22—Sophomore English	10
Physical Education	3
Business Administration 24, 25—Accounting	10
Economics 21, 24—Principles and Problems	10
Political Science 13—Gov't. of U.S.	5
Electives	10

TOTAL 48

Engineering

This program will satisfy degree requirements for most types of engineering. The student should obtain a catalog from the senior college he plans to attend and check this program against the requirements. The courses required for the freshman year have been worked out in consultation with the Georgia Institute of Technology.

FIRST YEAR

Chemistry 11, 12—General	10
Chemistry 13—Qualitative Analysis	5
English 14, 15—Freshman English	10
Engineering 11, 12—Drawing	6
Engineering 19—Descriptive Geometry	3
Mathematics 16, 17, 20—College Algebra, Trigonometry and Analytic Geometry and Calculus	15
Physical Education 11, 12, 13	3

TOTAL 52

SECOND YEAR

English 21, 22—Sophomore English	10
Physical Education	3
Physics 21, 22, 23	18
Mathematics 21, 22, 23—Calculus	15
History 14, 15	10

TOTAL 56

Forestry

A one-year program for students in Forestry. The student should obtain a catalog from the senior college he plans to attend and check this program against the requirements.

English 14, 15—Freshman	10
Mathematics 16, 17—College Algebra, Trigonometry	10
Physics 11 or Physical Science 11	5
Biology 11, 12—Botany	10
Economics 21—Principals	5

* A student should consult the catalog of his prospective senior college for required subjects. Colleges differ as to what subjects are required for this course.

Physical Education 11, 12, 13	3
Engineering 11—Drawing	3
Political Science 13—Government of U. S.	5
TOTAL	51

Senior College Preparatory Programs

Home Economics

FIRST YEAR		SECOND YEAR	
English 14, 15—Freshman English	10	English 21, 22—Sophomore English	10
History 14, 15—History of Western Civilization	10	Physical Education	3
Physical Education 11, 12, 13	3	Home Economics 12—Family Meal Planning and Serving	5
Home Economics 10—Orientation: Careers and Personal Development	5	Home Economics 21—Home Planning and Decorating	5
Home Economics 11—Clothing	5	Home Economics 24—Family Fundamentals	5
Art 11—Creative	5	Social Studies	10
Laboratory Science	10	Electives	5
		*Mathematics 9 or 16	5
TOTAL	48	TOTAL	48

Industrial Management

This program will satisfy degree requirements for the first two years of this field of engineering.

FIRST YEAR		SECOND YEAR	
Chemistry 11, 12—General	10	Economics 21, 24—Principles and Problems	10
Chemistry 13—Qualitative Analysis	5	English 21, 22—Sophomore English	10
English 14, 15—Freshman	10	Business Administration 24, 25—Principles of Accounting	10
Engineering 11, 12—Drawing	6	Physics 11, 12—General Physics	12
Engineering 19—Descriptive Geometry	3	Mathematics 19—Mathematics of Finance	5
Mathematics 16, 17, 20—College Algebra, Trigonometry, and Analytic Geometry and Calculus	15	Physical Education	3
Physical Education 11, 12, 13	3	History 14, 15—Western Civilization	10
TOTAL	52	TOTAL	60

Liberal Arts

This program is recommended for candidates for an A.B. degree, pre-education, pre-law, pre-ministerial, journalism, and other pre-professional concentrations.

* Note admission requirements for Mathematics 9 and Mathematics 16 as stated on page 64.

FIRST YEAR		SECOND YEAR	
English 14, 15—Freshman English	10	English 21, 22—Sophomore English	10
History 14, 15—Western Civilization	10	Physical Education	3
Physical Education 11, 12, 13	3	Two of the following courses	10
Laboratory Science	10	History 25—Recent European	
Mathematics 16—College Algebra	5	Political Science 13—Gov't. of U.S.	
Mathematics 17—Trigonometry	5	Psychology 21a—Introductory	
*Foreign Language	10	Sociology 20a—Introductory	
		Economics 21—Principles	
		Philosophy 10—Introductory	
		*Science	10
		Electives	10
TOTAL	53	TOTAL	43

Mathematics

A course designed for those students who wish to major in mathematics.

FIRST YEAR		SECOND YEAR	
English 14, 15—Freshman English	10	English 21, 22—Sophomore English	10
History 14, 15—Western Civilization	10	Physical Education	3
Physical Education 11, 12, 13	3	Physics 11, 12, or	
Mathematics 16—College Algebra	5	Physics 21, 22, 23	12
Mathematics 17—Trigonometry	5	Electives	23
Mathematics 20—Analytic Geometry and Calculus	5		
Chemistry or Biology	10		
TOTAL	48	TOTAL	48

Medical Technology

This program is designed for those students who wish to obtain their first two years toward a Bachelor of Science degree in Medical Technology. An Associate in Arts degree is awarded upon successful completion of the academic program described below:

FIRST YEAR		SECOND YEAR	
English 14, 15—Freshman English	10	English 21, 22	10
History 14, 15—History of Western Civilization	10	Physical Education	3
Physical Education 11, 12, 13	3	Biology 23	6
Mathematics 16	5	Chemistry 13	5
Biology 14, 15	10	Physics 11, 12	12
Chemistry 11, 12	10	French or German	10
		Mathematics 17	5
TOTAL	48	TOTAL	51

* A student applying for admission to a senior college which does not require the amount indicated of this subject may, with the approval of his adviser, substitute other courses required by the senior institution during his first two years.

Physical Education

FIRST YEAR		SECOND YEAR	
English 14, 15—Freshman English	10	English 21, 22—Sophomore English	10
History 14, 15—Western Civilization	10	Physical Education	3
Physical Education 11, 12, 13	3	Biology 18, 19—Anatomy and Physiology	10
*Mathematics 9 or 16	5	***Physical Education 23—Senior Life Saving and Swimming	2
Biology 14, 15	10	Physical Education 14—Officiating of Basketball	2
Home Economics 1n—Nutrition	4	Psychology 21a—Introductory	5
**Electives	6	Psychology 21b—Experimental	5
		Sociology 21—Marriage & the Family	5
		**Electives	6
TOTAL	48	TOTAL	48

Physics

A course designed for those students who wish to major in Physics.

FIRST YEAR		SECOND YEAR	
English 14, 15—Freshman English	10	English 21, 22—Sophomore English	10
History 14, 15—Western Civilization	10	Physical Education	3
Physical Education 11, 12, 13	3	Physics 11, 12 or Physics 21, 22, 23	12
Mathematics 16—College Algebra	5	Electives	23
Mathematics 17—Trigonometry	5		
Mathematics 20—Analytic Geometry and Calculus	5		
Chemistry or Biology	10		
TOTAL	48	TOTAL	48

Pre-Dental

This program is designed for those students who wish to prepare themselves for the study of Dentistry after completing three or more years of academic studies. An Associate in Arts degree is awarded upon successful completion of the academic program described below:

FIRST YEAR		SECOND YEAR	
English 14, 15—Freshman English	10	English 21, 22	10
History 14, 15—History of Western		Physical Education	3

* Note admission requirements for Mathematics 9 and Mathematics 16 as stated on page 64.

** It is recommended that English 28 and Physical Education 20 be taken as elective courses.

*** The student is exempt from this course provided he has a Red Cross Senior Life Saving Certificate.

Civilization	10	Biology 23	6
Physical Education 11, 12, 13	3	Chemistry 13	5
Mathematics 16	5	Physics 11, 12	12
Biology 14, 15	10	French or German	10
Chemistry 11, 12	10	Mathematics 17	5
TOTAL	48	TOTAL	51

Pre-Medical

This program is designed for those students who wish to prepare themselves for the study of medicine after completing three or more years of academic studies. An Associate in Arts is awarded upon successful completion of the academic program described below.

FIRST YEAR		SECOND YEAR	
English 14, 15	10	English 21, 22	10
History 14, 15	10	Physical Education	3
Physical Education 11, 12, 13	3	Biology 23	6
Mathematics 16	5	Chemistry 13	5
Biology 14, 15	10	Physics 11, 12	12
Chemistry 11, 12	10	French or German	10
		Mathematics 17	5
TOTAL	48	TOTAL	51

Pre-Nursing

This is a one-year program for those students who wish to obtain their freshman requirements to be transferred to a school of nursing offering a B.S. in Nursing.

English 14, 15	10
History 14, 15	10
Chemistry 11	5
Mathematics 16	5
Physical Education 11, 12, 13	5
Any three of the following:	
English 28	
Political Science 13	
Psychology 21a	
Sociology 20a	15
TOTAL	50

Pre-Optometry

The requirements for admission to the schools and colleges of optometry in the United States are relatively uniform but are not identical. The practice of optometry in all states is regulated by Boards of Examiners in Optometry. The following concentration will prepare a student for transfer to any school or college of optometry in the United States and Canada.

FIRST YEAR		SECOND YEAR	
English 14, 15	10	English 21, 22	10
History 14, 15	10	Physical Education	3
Physical Education 11, 12, 13	3	Biology 23	6
Mathematics 16, 17	10	Physics 11, 12	12
Biology 14, 15	10	Mathematics 20	5
Chemistry 11, 12	10	Sociology and Psychology	10
TOTAL	53	TOTAL	46

Pre-Pharmacy

This is a one-year concentration for those students who wish to obtain their freshman requirements for entrance to a school of pharmacy. The regional schools of pharmacy require three years minimum in residence at the School of Pharmacy.

English 14, 15	10
History 14, 15	10
Chemistry 11, 12	10
Biology 18, 19	
or	
Biology 16, 17	10
Physical Education 11, 12, 13	3
Mathematics 16	5
TOTAL	48

Pre-Veterinary

This is a one-year program for those students who wish to obtain their freshman requirements to be transferred to a senior institution. Some colleges and universities require a veterinary student to begin specializing in his second year. If a student desires a well-rounded foundation for the study of veterinary medicine, it is recommended that he pursue the two year pre-medical program.

English 14, 15	10
History 14, 15	10
Chemistry 11, 12	10
Biology 14, 15	10
Physical Education 11, 12, 13	3
Mathematics 16, 17	10
TOTAL	53

Teaching

The subjects required in the freshman and sophomore years by colleges preparing teachers are general in nature: English, history, mathematics, a science, social studies and physical education to mention some of these. The program below enables prospective teachers to be certified by the State Department of Education as having completed two years of college and entitles the student to the Associate in Arts degree. Some of the third year requirements can be completed at Armstrong Evening College as extension classes of the University of Georgia.

TERMINAL PROGRAMS

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FIRST YEAR		SECOND YEAR	
Education 11	5	Art 11 or Music 20	5
English 14, 15	10	English 21, 22	10
History 14, 15	10	Mathematics 9 or 16	5
Natural Science	10	Physical Education	3
Physical Ed. 11, 12, 13	3	*Electives	25
Political Science 13	5		
Psychology 21a	5		
TOTAL	48	TOTAL	48

TERMINAL PROGRAMS

Business Administration

Accounting

Three-Year Terminal

FIRST YEAR		SECOND YEAR	
English 14, 15—Freshman English	10	**English 21, 22	10
History 14, 15—Western Civilization	10	Physical Education	3
Physical Education 11, 12, 13	3	Economics 21, 24—Principles and Problems	10
Natural Science	10	Business Administration 27, 28—Business Law	10
Business Administration 24, 25, Acct.	10	***Electives	15
Electives	5		
TOTAL	48	TOTAL	48

THIRD YEAR

Business Administration 34—Intermediate Accounting	5
Business Administration 36, 37—Income Tax Accounting	10
Business Administration 29—Cost Accounting or Business Administration 35—Intermediate Accounting	5
Economics 30—Personnel Administration	5
Mathematics	5
Electives	15
TOTAL	45

Business Administration

General

Two-Year Terminal

Many students will not continue their formal education after leaving Armstrong. To these students the college gives the opportunity to select those subjects which have a vocational value. Sufficient general education is included in the core curriculum to make this a well-rounded program.

* Students in this curriculum should secure the catalog of the senior college which they plan to attend and plan a program with an adviser.

Recommended electives for elementary teachers include health, geography, economics, Georgia Problems (Social Science 4), English 28 and additional science courses.

** English 28 may be substituted for English 22.

*** Students planning to complete the three year program should substitute 10 hours in accounting for electives.

FIRST YEAR		SECOND YEAR	
English 14, 15—Freshman		*English 21, 22—Sophomore English	10
English	10	Physical Education	3
History 14, 15—Western Civilization	10	Business Administration 24, 25	
Physical Education 11, 12, 13	3	Accounting	10
Natural Science	10	Business Administration 27—	
Economics 21, 24—Principles and Problems	10	Business Law	5
Electives	5	Business Administration and Commerce Electives	10
		Typing	
		Calculator and Comptometer	
		Shorthand	
		Business Administration—34	
		Intermediate Acct.	
		Business Administration 28—	
		Business Law	
		Electives (other)	10
TOTAL	48	TOTAL	48

Business Administration**General****Three-Year Terminal**

A student who cannot transfer to a senior college at the end of his second year may get a broader foundation for work as a supervisor or junior executive by completing the program below.

FIRST YEAR		SECOND YEAR	
English 114, 115—Freshman		English 121, 122—World Literature or English 128—Public Speaking and Business Administration 115—	
English	10	Business Correspondence	10
History 114, 115—Western Civilization	10	Business Administration 124, 125—	
Natural Science	10	Elementary Accounting	10
Economics 121, 124	10	Business Administration 127 (E-370)—Business Law	5
Elective	5	Business Administration and Commerce Electives	10
		Free Electives	10
TOTAL	45	TOTAL	45

THIRD YEAR

Student will select with an adviser seven of the following subjects plus two free electives:

Business Administration 128 (E-371)—Business Law (2nd course)	5
Business Administration 151—Principles of Transportation	5
Business Administration 160 (E-351)—Principles of Management	5
Business Administration 161—Principles of Insurance	5
Business Administration 162 (E-390)—Real Estate Principles	5
Economics 125 (E-312)—Elementary Economic Statistics	5
Economics 126—American Economic History	5
Economics 127 (E-326)—Money and Banking	5
Economics 128 (E-360)—Principles of Marketing	5

*English 28 may be substituted for English 22.

Economics 129 (E-386)—Labor Economics	5
Economics 131 (E-444)—Government and Business	5
Economics 132 (E-431)—Investments	5
TOTAL	60

Business Administration

Transportation

Three-Year Terminal Program

As a communications center, Savannah offers many opportunities to students trained in traffic and transportation management. A committee of experts from business, industry, the railroads and truck lines, in consultation with the evening college staff, proposed the professional classes listed below.

FIRST YEAR

English 114, 115—Freshman English	10
History 114, 115—Western Civilization	10
Business Administration 151—Introduction to Transportation	5
Business Administration 152—Elementary Rates & Tariffs	5
Business Administration 153—Intermediate Rates & Tariffs	5
Economics 121, 124—Principles and Problems	10

SECOND YEAR

English 121, 122—World Literature or English 128—Public Speaking and Business Administration 115—Business Correspondence	10
Natural Science	10
Business Administration 154—Advanced Rates & Tariffs	5
Business Administration 155—Interstate Commerce Law	5
Business Administration 156—Interstate Commerce Commission and Public Service Commission Procedure	5
Business Administration 124, 125—Elementary Accounting	10

TOTAL 45

TOTAL 45

THIRD YEAR

Students will select 5 of the subjects listed under the third year of Business Administration-General plus Business Administration 127, Business Law. Electives to complete 135 hours total credits.

Transportation

Fifty-Hour Concentration in Transportation

Students wishing a thorough background in transportation may receive a certificate upon satisfactory completion of the program that follows:

BA 151—Introduction to Transportation	5
BA 152—Elementary Rates and Tariffs	5
BA 153—Intermediate Rates and Tariffs	5
BA 154—Advanced Rates and Tariffs	5
BA 155—Interstate Commerce Law	5
BA 156—Interstate Commerce Commission and Public Service Commission Procedure	5
Economics 121 and 124—Principles and Problems	10
English 114 and 115—Freshman English or English 128—Public Speaking and BA 115—Business Correspondence	10
TOTAL	50

Business Administration

One-Year Program

A one year program in Business Administration for those persons who may not wish to complete the two year concentration, with emphasis on business courses. A certificate will be awarded to those who successfully complete the program.

Business Administration 24, 25, 34	15
Economics 21, 24	10
Business Administration 27	5
English	5
Mathematics	5
Physical Education	3
Elective	5
TOTAL	48

Commerce Secretarial

This program is designed to meet the needs of those students who wish to qualify for clerical positions in business.

FIRST YEAR

English 14, 15—Freshman	10
History 14, 15—Western Civilization	10
Physical Education 11, 12, 13	3
Natural Science	10
Commerce 11 a-b-c—Typing	6
Commerce 12 a-b-c—Shorthand	15

TOTAL 54

SECOND YEAR

Business Administration 24—Accounting	5
*English 21, 22	10
Commerce 17—Office Practice	5
Commerce 21 a-b-c—Typing	6
Commerce 22 a-b-c—Shorthand	15
Physical Education	3

TOTAL 44

Commerce Stenographic

A student who has only one year to spend in college may herein acquire some of the skills which will enable him to earn a livelihood.

Commerce 11 a, b, c—Typing	6
Commerce 12 a, b, c—Shorthand	15
Commerce 17—Office Practice	5
Business Administration 24—Accounting	5
**English 14, 15—Freshman	10
***Physical Education 11, 12, 13	3
Commerce 13a, b, c, Burroughs Calculator and Comptometer	6
TOTAL	50

* English 28 may be substituted for English 22.

** English 28 may be substituted for English 15.

*** Physical Education is required in all one year terminal programs if a certificate is desired.

Home Economics

This course is designed to meet the needs of those women who plan to complete their college work at Armstrong. Sufficient electives are allowed to enable the student to select commerce subjects which have a vocational value or cultural subjects for worthy use of leisure time.

FIRST YEAR		SECOND YEAR	
English 14, 15—Freshman English	10	English 21, 22—Sophomore English	10
History 14, 15—Western Civilization	10	Physical Education	3
Physical Education	3	Home Economics 21—Home Planning and Decorating	5
Natural Science (Human Biology included)	10	Home Economics 24—Family Fundamentals	5
Home Economics 10—Orientation: Personal Development	5	Home Economics 12—Family Meal Planning and Serving	5
Home Economics 11—Clothing	5	Electives	20
Psychology 21—Introductory	5		
TOTAL	48	TOTAL	48

Human Relations*

The Terminal Program sequence in Human Relations is designed to start with the student's immediate interests in learning, methods of study and aptitude measurement. The next course, on principles and facts about the individual's growth, needs, feelings and learning about the world around him, is followed by a practical application through experiments or by interning in selected community programs where individual development and adjustment may be directly observed. This leads to a study of a person's relationship to his social groups, a study of marriage and family adjustment, principles and facts about the way that our society is organized and finally to a practical study, through local organizations, of needs and resources for human adjustment in our community. A student who completes this sequence should have a basic understanding of himself and others that will improve his effectiveness in his family, his work (whether in the home or employed elsewhere), his social relationships and his responsible participation in community living.

FIRST YEAR		SECOND YEAR	
English 14, 15—Freshman English	10	English 21, 22—Sophomore English	10
History 14, 15—Western Civilization	10	Biology 14, 15—General Zoology or	
Physical Education 11, 12, 13	3	Biology 16, 17—Human Biology	10
**Mathematics 9 or 16	5	Physical Education	3
Political Science 13	5		

* Students in other concentrations may elect any Psychology or Sociology course in this program without adhering to the above sequence. Prerequisites are necessary in Psychology 21b and Sociology 20b only.

** Note admission requirements for Mathematics 9 and Mathematics 16 as stated on page 64.

Psychology 20—Applied Psychology	5	Sociology 21—Marriage and Family	5
Psychology 21a—Introductory Psychology	5	Psychology 22—Social Psychology	5
Psychology 21b—Experimental Psychology	5	Sociology 20a—Introductory Sociology	5
		Sociology 20b—Social Problems	5
		Elective	5
TOTAL	48	TOTAL	48

Liberal Arts

A student in the Liberal Arts, Terminal program may select the remainder of his electives from courses offered by the college in order to prepare for a vocation or to pursue a special interest.

FIRST YEAR		SECOND YEAR	
English 14, 15—Freshman English	10	English 21, 22—Sophomore English	10
History 14, 15—Western Civilization	10	Physical Education	3
Physical Education 11, 12, 13	3	**Electives	35
Natural Science	10		
*Mathematics 9 or 16	5		
**Electives	10		
TOTAL	48	TOTAL	48

THREE YEAR PROGRAM

First Two Years of Liberal Arts.

THIRD YEAR	
Classical Culture E-301 - 302	10 hours
History E-351 - E-352	10 hours
Philosophy 110	5 hours
or	
Fine Arts E-300	5 hours
Select 20 hours from two of the following:	
French, German or Spanish 121-122	10 hours
Two additional laboratory (double)	
or	
Mathematics Courses	10 hours
(Both physical and biological sciences will be covered in three-year program.)	
English E-303 and E-304	10 hours
Sociology E-315 and E-360	10 hours

Medical Technology

This is a two-year program for those students who wish to meet the requirements of the American Society of Clinical Pathologists and

* Note admission requirements for Mathematics 9 and Mathematics 16 as stated on page 64.

** A student must elect 20 hours from at least three of the following departments: Foreign Language, Political Science, Economics, Fine Arts, Home Economics, Philosophy, Psychology, Sociology, Mathematics (other than Math. 19).

who will complete their training at some approved school of Medical Technology. An Associate in Arts degree is awarded upon successful completion of the academic program described below.

Armstrong College is affiliated with the Savannah School for Medical Technologists, which is nationally approved. It is possible for a student to meet all requirements for national registration through these two institutions.

FIRST YEAR		SECOND YEAR	
English 14, 15—Freshman English	10	English 21, 22	10
History 14, 15—History of Western Civilization	10	Physical Education	3
Physical Education 11, 12 and 13	3	Biology 23	6
Mathematics 16	5	Biology 21	5
Biology 14, 15	10	Chemistry 13, 25	12
Chemistry 11, 12	10	Electives	12
TOTAL	48	TOTAL	48

Nursing

Armstrong College offers the following courses in cooperation with the Warren A. Candler School of Nursing. With the permission of the instructor and the approval of the student's adviser, a student not enrolled in the School of Nursing may take any of the following courses:

Biology 18, 19	10
Chemistry 11	5
Sociology 20a	5
Physical Education In	½
Biology 21	5
Home Economics In	4
Psychology 21a	5
TOTAL	34½

TECHNICAL INSTITUTE PROGRAMS

The curriculums for the Technical Institute Programs are set up on a two year basis to conform to the standard pattern of programs leading to the degree of Associate in Science and to assist the student in planning his course of study. A student will not be required to complete the entire first-year program before enrolling for an advanced course; he may enroll in such a course as soon as he has completed the prerequisites for it.

Course descriptions for the Technical Institute Program are listed elsewhere in this Bulletin. The courses conducted by the Union Bag-Camp Paper Corporation are tentatively scheduled as indicated to assist the student in long range planning. No courses are as yet scheduled for the summer quarters, but additional courses will be scheduled in the summer if the demand warrants it.

Chemical Technology

The curriculum for Chemical Technology has been designed to meet the needs of the chemical, paper and other related heavy industries for competent and well-trained technicians. The program gives the student a working knowledge of the fundamental branches of formal chemistry and chemical engineering.

Industries are placing greater emphasis every year on instrumental methods of analysis which are far more rigid and precise than formal chemical methods. The student completing the curriculum in Chemical Technology will acquire training in the theory and use of these electronic, optical and thermal instruments.

Positions open to graduates are assistant to research personnel, control chemist, assistant to chemical engineers, analyst and pilot plant assistant, as well as many others.

FIRST YEAR		SECOND YEAR	
English 114	5	Chemistry 113	5
Mathematics 116, 117	10	Chemistry 125a, 125b	7
Physics 111, 112	12	*GT 111	1½
Chemistry 111, 112	10	*GT 112	3
Engineering 111, 112	6	*GT 113	3
Psychology 120 or 121a	5	*CT 120	3
		*CT 121	3
		*CT 160	2½
		*CT 161	2½
		*CT 162	2
		*CT 163	2
		*CT 165	4
		*CT 166	4
TOTAL	48	Total	42½

In addition, the student will select one of the two options listed below.

Pulp and Paper Option		Chemical Option	
*CT 140	4	Mathematics 120	3
*CT 141	4½	Engineering 113	3
*CT 142	3	*CT 150	5
*CT 143	3	*CT 151	3
*CT 164	4		
TOTAL	18½	TOTAL	14

Industrial Technology

The curriculum in Industrial Technology is designed to enable the graduate to compete successfully for a variety of supervisory and management positions in manufacturing industries. These positions are in such categories as personnel work, quality control, methods

* These courses will be conducted at the Union Bag - Camp Paper Corporation plant by company personnel.

and cost control, and the equipment, planning and production functions. The graduate will also be qualified for many staff positions with transportation, distributing and utility companies, and for the operation of private business.

FIRST YEAR

English 114	5
Chemistry 111, 112	10
Mathematics 116	5
Physics 111, 112	12
Economics 121, 124	10
Engineering 111	3
Business Administration	
2—Accounting	5

SECOND YEAR

Psychology 120 or 121a	5
Engineering 112, 113	6
Mathematics 117	5
*GT 111	1½
*GT 112	3
*GT 113	3
*IT 120	3
*IT 121	3
*IT 122	3
*IT 123	3
*IT 124	3
*IT 125	2
*IT 126	3
*IT 127	3

TOTAL 50

TOTAL 46½

Building Construction Technology

Building Construction Technology deals with the design, construction and construction supervision of homes, industrial plants, business establishments, schools and hospitals. The student is taught to design, draw plans and follow through with construction details and methods.

Graduates in this program will be qualified for employment in many positions, including engineering draftsman, general or building contractor, junior engineer, architectural draftsman and estimator, building inspector and many others.

FIRST YEAR

English 114—Freshman English	5
Psychology 120—Applied	
Psychology	5
Mathematics 116—Algebra	5
Mathematics 117—Trigonometry	5
Chemistry 111—General	
Inorganic	5
Physics 114—Mechanics	5
Physics 115—Electricity	6
Physics 116—Heat, Sound,	
Light	5
Engineering 111—	
Engineering Drawing	3
GT 113—Technical Report	
Writing	3
English 128—Fundamentals	
of Speech	5
BCT 141—Blueprint Reading	3

SECOND YEAR

Civ. T 121—Elementary	
Surveying	6
BCT 121—Graphics	6
Civ. T 143—Mechanics of	
Materials	6
BCT 211—Wood and Steel	
Construction	5
BCT 212—Concrete	
Construction	5
Civ. T 211—Structural	
Drafting 1	2
Civ. T 212—Structural	
Drafting 11	2
BCT 222—Building Design 1	6
BCT 223—Building Design 11	6
BCT 224—Building Design 111	6
BCT 243—Building Equipment	3
BCT 244—Costs and Estimates	4

* These courses will be conducted at the Union Bag-Camp Paper Corporation plant by Company personnel.

Business Administration 127—		BCT 231—Architectural	
Business Law	5	History	3
BCT 142—Building Materials	3		
TOTAL	63	TOTAL	60

Civil Technology

Civil Technology covers one of the broader fields in the Technical Institute Program. The civil technician is a surveyor, a construction man on buildings of all kinds, highway and railroads, hydroelectric projects, locks, dams, tunnels and similar projects. He is trained to handle work in any of these fields with a minimum of supervision.

FIRST YEAR		SECOND YEAR	
English 114—Freshman English	5	Civ. T 121—Elementary Surveying	6
Psychology 120—Applied	5	Civ. T 122—Route Surveying	5
Mathematics 116—Algebra	5	Civ. T 131—Highway Construction	3
Mathematics 117—		BCT 211—Wood and Steel Construction	5
Trigonometry	5	BCT 212—Concrete Construction	5
Chemistry 111—General		Civ. T 212—Structural Drafting 1	2
Inorganic	5	Civ. T 213—Structural Drafting 11	2
Physics 114—Mechanics	5	Civ. T 224—Topographic and Contour Surveying	4
Physics 115—Electricity	6	Civ. T 223—Land Surveys	5
Physics 116—Heat, Sound, Light	5	Civ. T 232—Heavy Construction	4
Engineering 111—		Civ. T 241—Hydraulics	5
Engineering Drawing	3	Civ. T 242—Water and Sewage Plant Operation	3
GT 113—Technical Report Writing	3	Civ. T 251—Photogrammetry	2
English 128—Fundamentals of Speech	5	Civ. T 143—Mechanics of Materials	6
BCT 141—Blueprint Reading	3	BCT 244—Costs and Estimates	4
Business Administration 127—			
Business Law	5		
BCT 142—Building Materials	3		
TOTAL	63	TOTAL	61

Electrical Technology

The student in Electrical Technology is trained in the fields of electric power generation, transmission, distribution and utilization, as well as the theory and application of electrical and electronic circuits, electrical machinery and industrial control equipment, wiring and illumination.

Graduates of the electrical course are qualified to fill positions as production and maintenance technicians, laboratory and research technicians, electrical draftsmen, powerhouse operators and electrical equipment sales and service personnel.

FIRST YEAR		SECOND YEAR	
English 114—Freshman English	5	Elec. T 122—Alternating Current Circuits 11	6
Psychology 120—Applied	5	Elec. T 131—Basic Electronics	6
Mathematics 116—Algebra	5	Elec. T 223—Alternating Current Circuits 111	4
Mathematics 117—Trigonometry	5		

Mathematics 120—Analytical Geometry and Calculus	5	Elec. T 231—Electrical Drawing	2
Physics 114—Mechanics	5	Elec. T 232—Industrial Electronics	6
Physics 115—Electricity	6	Elec. T 241—Communications Circuits	6
Physics 116—Heat, Sound, Light	5	Elec. T 251—Direct Current Machinery	4
Engineering 111— Engineering Drawing	3	Elec. T 252—Alternating- Current Machinery 1	6
GT 113—Technical Report Writing	3	Elec. T 253—Alternating Current Machinery 11	6
English 128—Fundamentals of Speech	5	Elec. T 271—Wiring Methods	4
Elec. T 121—Alternating- Current Circuits 1	6	Elec. T 272—Illumination	3
BCT 141—Blueprint Reading	3	Elec. T 273—Electric Power Distribution	3
		Business Administration 127— Business Law	5
TOTAL	61	TOTAL	61

Electronics and Communications Technology

This course is planned to give the student training in the fields of electrical and electronic circuitry, transmission lines, radiation, wave filters, instrumentation and test equipment, telephony, AM and FM radio, television and radar.

Students completing the electronics course should be able to fill responsible positions as production and maintenance technicians and project and control technicians in the fields of radio, television, X-ray and radar; electronics laboratory and research technicians and electronic equipment sales and service technicians.

FIRST YEAR

English 114—Freshman English	5
Psychology 120—Applied Psychology	5
Mathematics 116—Algebra	5
Mathematics 117—Trigonometry	5
Mathematics 120—Analytical Geometry and Calculus	5
Physics 114—Mechanics	5
Physics 115—Electricity	6
Physics 116—Heat, Sound, Light	5
Engineering 111— Engineering Drawing	3
GT 113—Technical Report Writing	3
English 128—Fundamentals of Speech	5
Elec. T 121—Alternating- Current Circuits 1	6
BCT 141—Blueprint Reading	3
TOTAL	61

SECOND YEAR

Elec. T 122—Alternating- Current Circuits 11	6
Elec. T 131—Basic Electronics	6
Elec. T 223—Alternating- Current Circuits 111	4
Elec. T 232—Industrial Electronics	6
Elec. T 233—Advanced Electronics	4
Elec. T 241—Communications Circuits 1	6
Elec. T 242—Communications Circuits 11	6
Elec. T 243—Communications Circuits 111	4
Elec. T 254—Electrical Machinery	3
Elec. T 261—Communications Technology 1	7
Elec. T 262—Communications Technology 11	6
Elec. T 263—Television Technology	6
TOTAL	64

Course Descriptions

General

Armstrong College reserves the right to (1) withdraw any course for which less than ten students register, (2) limit the enrollment in any course or class section, (3) fix the time of meeting of all classes and sections, and (4) offer such additional courses as demand and staff personnel warrant.

No credit will be given in beginning courses in commerce and languages where the same or similar courses have been presented for admission from high school.

Where two or more courses are listed under one description, no credit for graduation will be given until the sequence is completed.

Courses which are offered in the day program are assigned a number which is less than 100. All Evening College courses are numbered above 100. In some course descriptions Evening College course numbers appear in parentheses. For example: Biology 16-17 (116-117).

After each course name, there are three numbers in parentheses. The first number listed is the number of hours of lecture; the second, the number of hours of laboratory; and the third, the number of quarter hours of credit the course carries. For example: Human Biology (5-0-5).

The quarters indicating when courses will be taught apply to the day sessions only, not the Evening College.

ART

Art 11—Creative Art (2-6-5). Spring.

Drawing, painting and design principles, with some pertinent background history. Introductory practice in techniques, and application to everyday life needs.

Art 113—Ceramics (5-0-5). Laboratory fee: \$2.00

A beginner's course in the fundamentals of pottery and clay modeling. Various ways of forming clay, decorating, glazing and firing suitable subjects.

Art 114—Ceramics (5-0-5). Laboratory fee: \$2.00.

A continuation of the beginner's course with emphasis on design, using the potter's wheel and understanding the use of glazes. Work may be developed in pottery or clay sculpture.

BIOLOGY

Biology 11 (111)—General Botany (3-4-5). Fall. Laboratory fee, \$4.00.

A study of the structure of roots, stems and leaves, basic physiology and ecology of plants. Laboratory work on representative species.

Biology 12 (112)—General Botany (3-4-5). Spring. Laboratory fee \$4.00. Prerequisite: Biology 11.

A study of reproduction, heredity and evolution of seed plants, with studies of representative species of the other major plant groups. Laboratory work includes frequent field trips.

Biology 14 (114)—General Zoology (3-4-5). Fall and Winter. Laboratory fee, \$4.00.

Introduction to animal structures and function and a survey of the invertebrate phyla. Laboratory work on representative species of the basic invertebrate phyla.

Biology 15 (115)—General Zoology (3-4-5). Winter and Spring. Laboratory fee, \$4.00. Prerequisite: Biology 14.

Study of vertebrate structure and function, using selected vertebrate material for laboratory dissection.

Biology 16-17 (116-117)—Human Biology (5-0-5). Winter and Spring. Four lectures and one demonstration period.

A non-laboratory course beginning with a survey of the basic biological principles and continuing with a study of the structure and function of the human body. The second quarter is a continuation of the first and concludes with a study of the principles of genetics and evolution. No credit for graduation is allowed until sequence is completed.

Biology 18-19—Human Anatomy and Physiology (3-4-5). Fall and Winter. Laboratory fee, \$4.00 each quarter.

A two-quarter course considering the gross anatomy, histology and physiology of the organ systems. Laboratory work includes thorough dissection of a typical mammal as well as basic experiments in physiology. Not for pre-medical and pre-dental students.

Biology 21—Microbiology (3-4-5). Spring. Laboratory fee, \$5.00. Prerequisites: Ten hours of a biological science with a laboratory and five hours of inorganic chemistry.

An introduction to micro-organisms with primary emphasis on bacteria. The morphology, life history and public health importance of representative bacteria, molds, viruses, protozoa and helminthes are considered.

Biology 23—Comparative Vertebrate Anatomy (3-6-6). Fall. Laboratory fee, \$6.00. Prerequisite: Biology 14 and 15.

A study of the anatomy and evolution of the organ systems of the vertebrates. Laboratory work on *Squalus*, *Necturus* and the cat.

Business Administration

Business Administration 24 (124)—Principles of Accounting, Introductory (5-0-5).

An introduction to the fundamental principles and procedures of accounting, including a study of the journal, the ledger, accounting statements, controlling accounts, special journals and the accounting system.

Business Administration 25 (125)—Principles of Accounting, Introductory (5-0-5). Winter. Prerequisite: Business Administration 24.

An application of accounting principles to certain problems such as the proprietorship, the partnership, the corporation, departmental operations, manufacturing accounts and the analysis of accounting statements.

Business Administration 27 (127)—Business Law (5-0-5). Spring.

Law governing the basic principles applicable to the following subjects. Contracts: offer and acceptance, consideration, performance, rights of third parties and discharge. Agency: creation of an agency, liabilities of principal and agent. Negotiable instruments: elements of negotiability, endorsement and transfer, liabilities of parties, discharge.

Business Administration 28 (128)—Business Law (5-0-5). Spring.

The law governing the basic legal principles applicable to the following subjects which are of particular interest to those planning to major in accounting. Partnership: formation, powers, liabilities of partners, termination. Corporation: formation, powers, rights of security holders, types of securities. Sales: vesting of title, warrants, remedies.

Business Administration 29 (129)—Cost Accounting (5-0-5). Spring. Prerequisite: Business Administration 25 (125).

Methods of determining and distributing costs in manufacturing and other concerns, stressing the securing of unit costs under both the order and the process methods.

Business Administration 34 (134)—Principles of Accounting, Intermediate (5-0-5). Spring. Prerequisite: Business Administration 25.

Basic accounting theory and the solution of problems requiring an application of accounting theory.

Business Administration 35 (135)—Intermediate Accounting (5-0-5). Second course. Prerequisite: Business Administration 34 (134).

A continuation of Business Administration 34 (134) emphasizing the theories of valuation of fixed assets and liability accounts, the application of these theories and the interpretation of financial statements prepared on the basis of these theories.

Business Administration 36 (136)—Income Tax Accounting (5-0-5). Prerequisite: Business Administration 25 (125).

A study of federal income tax laws and the application of these laws to the income tax returns of individuals, partnerships and corporations.

Business Administration 37 (137)—Tax Accounting (5-0-5). Prerequisite: Business Administration 36 (136).

A continuation of Business Administration 36 (136) with emphasis on corporations and fiduciary returns and social security taxes, gift taxes and estate taxes.

Business Administration 115—Business Correspondence (5-0-5). Fall.

A study of business correspondence, letters, information reports, follow-up sales programs, statistical analysis and inter-office communication. Stress is placed upon the mastery of fundamentals of clear writing.

Business Administration 116—Report Writing. (5-0-5).

Study and practice of effective English in business letters, technical papers and engineering reports.

Business Administration 131—Retail Advertising and Sales Promotion (5-0-5). Prerequisite: Economics 124.

A course in retail advertising and sales promotion basically concerned with selling in the retail fields—emphasizing the psychology of advertising as a branch of sales. The course explores the various media and culminates with direct sales approaches. Primarily an advertising course, it can be easily tailored to meet the needs of the average salesman.

Business Administration 141—Advanced Accounting (5-0-5). Prerequisite: Business Administration 35 (135).

A study of the problems of partnerships, parent and subsidiary accounting, consignments, installment accounting and other specialized accounting problems.

Business Administration 142—Advanced Accounting (5-0-5). Prerequisite: Business Administration 141.

A continuation of Business Administration 141.

Business Administration 143—Auditing Theory (5-0-5). Prerequisite: Business Administration 25 (125).

Principles governing audits and audit procedure and a study of the practical application of accounting knowledge as applied to audit procedures.

Business Administration 145—C. P. A. Review (5-0-5). Prerequisite: Advanced Accounting and Auditing.

A review of the interpretation of the federal income tax laws as applied to individuals, partnerships, estates and trusts; also a review of the methods of ascertaining and distributing cost in manufacturing concerns emphasizing the securing of costs under the job order, process and standard methods.

Business Administration 151—Introduction to Transportation (5-0-5). Fall.

History of transportation; developments leading to legislative supervision of railroads; developments leading to Federal regulation of carriers, other than railroads; freight classifications; principles of freight rates and tariffs.

Business Administration 152—Elementary Rates and Tariffs. (5-0-5). Winter. Prerequisite: Business Administration 151 or permission of the instructor.

Shipping documents and their application; special freight services; freight claims, overcharge and loss and damage; freight tariff circulars; construction and filing of tariffs; terminal facilities and switching; and demurrage.

Business Administration 153—Intermediate Rates and Tariffs. (5-0-5). Spring. Prerequisite: Business Administration 152, or permission of instructor.

Reconsignment and diversion; transit privileges; rules governing stopping in transit shipments for partial unloading and to complete loading; weights, weighing, and payment of freight charges; warehousing and distribution; material handling; and packaging.

Business Administration 154—Advanced Rates and Tariffs. (5-0-5). Fall. Prerequisite: Business Administration 153, or permission of the instructor.

Through routes and rates; milling in transit; technical tariff and rate interpretation; overcharges and undercharges; loss and damage

claims; import and export traffic; and classification committee procedure.

Business Administration 155—Interstate Commerce Law. (5-0-5). Winter. Prerequisite: Business Administration 154, or permission of the instructor.

Evolution of Interstate Commerce Act; construction of Interstate Commerce Act; interpretation and application of Interstate Commerce Act; application of penalties under the Interstate Commerce Act; creation and organization of Interstate Commerce Commission; practice before the Interstate Commerce Commission.

Business Administration 156—Interstate Commerce Commission and Public Service Commission Procedure. (5-0-5). Spring. Prerequisite: Business Administration 156, or permission of the instructor.

Practice before Interstate Commerce Commission; statutory authority for awarding damages; revision of Commission's decision; general review.

Business Administration 160—Principles of Management. (5-0-5). Prerequisite: Economics 124.

Designed to prepare students in the fundamentals of all phases of administrative, staff and operative management. Successful management principles and techniques are given for all fields of business which include: business objectives, policies, functions, executive leadership, organization structure and morale, cooperative procedure and control procedure.

Business Administration 161—Principles of Insurance. (5-0-5). Prerequisite: Economics 124.

A comprehensive treatment of the insurance field: an explanation of the different types of insurance and fundamental underlying principles, the organization of the insurance business and accepted insurance practices.

Business Administration 162—Real Estate Principles. (5-0-5). Prerequisite: Economics 124.

A consideration of the general principles of property utilization, the law dealing with ownership, transfer of title and liens; the appraisal process, determinants of values, the real estate cycle, management and salesmanship and regulatory legislation.

Chemistry

Chemistry 11 (111)—General Inorganic (4-3-5). Fall. Laboratory fee, \$3.00. Laboratory breakage fee, \$3.00*. Prerequisite: Two years of high school algebra, Mathematics 9, or consent of instructor.

* Refundable at the end of each quarter if no items have been lost or broken and all requirements of the laboratory have been complied with.

The chemistry of some important metallic and non-metallic elements including a systematic treatment of chemical principles and their applications.

Chemistry 12 (112)—General Inorganic (4-3-5). Winter. Laboratory fee \$3.00. Laboratory breakage fee, \$3.00*. Prerequisite: Chemistry 11.

This course is a continuation of Chemistry 11.

Chemistry 13 (113)—Qualitative Inorganic Analysis (3-6-5). Spring. Laboratory fee, \$5.00. Laboratory breakage fee, \$5.00*. Prerequisite: Chemistry 12.

A study of the fundamental theories of qualitative analysis of common cations and anions by semi-micro methods.

Chemistry 24 (124)—Qualitative Inorganic Analysis (3-6-5). Fall. Laboratory fee, \$5.00. Laboratory breakage fee, \$5.00.* Prerequisite: Chemistry 15, 18 or its equivalent.

A study of the fundamental theories of qualitative analysis of common cations and anions by semi-micro methods. (Not offered in 1957-58).

Chemistry 25a (125a)—Quantitative Inorganic Analysis (2-6-4). Winter. Laboratory fee, \$5.00. Laboratory breakage fee, \$5.00.* Prerequisite: Chemistry 13 or approval of the instructor.

A study of the fundamental theories and applications of quantitative analysis involving volumetric and gravimetric methods. No credit is given for this course before completion of Chemistry 25b.

Chemistry 25b (125b)—Quantitative Inorganic Analysis (1-6-3). Spring. Laboratory fee, \$5.00. Laboratory breakage fee, \$5.00.* Prerequisite: Chemistry 25a or its equivalent.

This course is a continuation of Chemistry 25a.

Commerce

Commerce 11a—Beginning Typing (0-5-2). Fall and Winter. Laboratory fee, \$3.50.

This course consists of introductory instruction in the technical features and care of the machine, position, fingering, proper technique and mastery of the keyboard.

Commerce 11b—Beginning Typing Continued (0-5-2). Winter and Spring. Laboratory fee, \$3.50.

* Refundable at the end of each quarter if no items have been lost or broken and all requirements of the laboratory have been complied with.

This course is a continuation of speed development. In addition, instruction in typing letters and setting up simple tabulations is given.

Commerce 11c—Intermediate Typing. (0-5-2). Spring. Laboratory fee, \$3.50. Prerequisite: Commerce 11a-b or equivalent.

A typewriter course in which emphasis is placed on speed building and accuracy. Special typing problems such as business letters, minutes, notices, stencil cutting and carbon copies are stressed.

Commerce 12a-b—Beginning Shorthand (5-0-5). Fall and Winter.

Complete theory of Gregg Shorthand in the manual. Additional reading and dictation given from Speed Studies.

Commerce 12c—Intermediate Shorthand (5-0-5). Spring.

Dictation and transcription of new and studied material. Student is required to take dictation at the rate of eighty words a minute.

Commerce 13a—Burroughs Calculator and Comptometer (0-5-2). Fall. Laboratory fee, \$3.50.

The objective of this course is to build speed and accuracy in the operation of the Burroughs Calculator and Comptometer and a thorough review of business mathematics. This quarter is devoted to the operation of the four fundamentals in arithmetic on the calculator.

Commerce 13b—Burroughs Calculator and Comptometer (0-5-2). Winter. Laboratory fee, \$3.50.

The following business mathematics is reviewed and applied on the machine during this quarter: decimal equivalents, split division, invoicing over the fixing decimal, percentages, discounts and chain discounts, costs, selling and rate of profit.

Commerce 13c—Burroughs Calculator and Comptometer (0-5-2). Spring. Laboratory fee, \$3.50.

The third quarter is a continuation of business problems on the machine. The transactions covered are reciprocals, figuring grain, cipher, divisions, prorating cost and expenses, gross and dozen in invoicing inventories.

Commerce 17—Office Practice (5-0-5). Spring.

Typical business office situations are duplicated as nearly as possible. Practical problems deal with typing, operation of the mimeograph, filing and office courtesy.

Commerce 21a—Advanced Typing (0-5-2). Fall. Laboratory fee, \$3.50. Prerequisite: Commerce 11c or equivalent.

Advanced typing is a course in the acquisition of speed and ac-

curacy including various legal forms and papers, manuscripts and business papers.

Commerce 21b—A continuation of Commerce 21a (0-5-2). Winter. Laboratory fee, \$3.50.

Commerce 21c—A continuation of Commerce 21b (0-5-2). Spring. Laboratory fee, \$3.50. An average of 60 words is attained.

Commerce 22a—Advanced Shorthand (5-0-5). Fall. Prerequisites: Commerce 12a, b, c.

A course in which the principles of Gregg Shorthand are applied in developing skill and accuracy in writing shorthand and in transcribing. The first half year is devoted to dictation of general business material; the second half, to dictation material applying to major vocations.

Commerce 22b—A continuation of Commerce 22a (5-0-5). Winter.

Commerce 22c—A continuation of Commerce 22b (5-0-5). Spring. A speed of 120 words a minute is required.

Commerce 23a—Advanced Calculator and Comptometer (0-5-2). Fall. Laboratory fee, \$3.50.

The next two quarters are devoted to the application of the machine and business mathematics to the following businesses: drugs, hardware, electrical, plumbing, contracting, wholesale paper, pay roll, packing house, creameries and dairies, laundries, steel and iron, department stores, banks, lumber, petroleum, railroads.

Commerce 23b—A continuation of Commerce 23a (0-5-2). Winter. Laboratory fee, \$3.50.

Commerce 23c—Advanced Calculator and Comptometer (0-5-2). Spring. Laboratory fee, \$3.50.

Speed, skill and accuracy in the operation of the machine are stressed in this last period.

Economics

Economics 21 (121)—Principles and Problems of Economics (5-0-5). Fall.

A study of the principles behind the economic institutions of the present time and an examination of some of the economic problems in the modern world.

Economics 24 (124)—Principles and Problems of Economics (5-0-5). Winter. Prerequisite: Economics 21.

A continuation of the study of economic principles and problems begun in Economics 21.

Economics 125—Elementary Economic Statistics (5-0-5).

An introduction to presentation and analysis of quantitative economic data. Statistical sources, table reading, chart making; elementary statistical procedures and their economic interpretation; introduction to index and time series analysis.

Economics 126—American Economic History (5-0-5).

The growth and development of economic institutions in the United States from the colonial period to the present with major emphasis on the period since 1860. It will deal with agriculture, industry, labor, domestic and foreign commerce, transportation, money and banking, and finance.

Economics 127—Money and Banking (5-0-5). Prerequisite: Economics 124.

The role of money in the economic organization; monetary theory; methods of stabilizing the price level; the integration of financial institutions; theory of bank deposits and elasticity of bank currency; discount policy and the interest rate of central banks; methods of regulating credit and business activities.

Economics 128—Principles of Marketing (5-0-5). Prerequisite: Economics 124.

Principles and methods involved in the movement of goods and services from producers to consumers; marketing functions; marketing manufactured goods, raw materials and agricultural products; proposals for improving the marketing structure.

Economics 129—Labor Economics (5-0-5). Prerequisite: Economics 124.

An analysis of the background and origin of our modern labor organizations and their remarkable growth in recent years.

Special emphasis is placed on the social and economic aspects of our labor problems including the study of wages, working conditions, unemployment problems, the movement toward shorter hours, workers welfare plans, labor organizations and the outlook for future developments along these lines.

Economics 130—Personnel Administration (5-0-5). Prerequisites: Elementary Psychology and Economics.

A study of the principles and practices in the field of the administration of human relations and industry. Emphasis is given to scien-

tific techniques and devices in the development of a well-rounded personnel program.

Economics 131—Government and Business (5-0-5). Prerequisite: Economics 124.

A general survey of the economic aspects of business regulation by the government, with specific reference to regulatory developments and methods in the United States; other activities affecting business in general, as extension of loans and subsidies, maintenance of fact-finding agencies and government owned corporation.

Economics 132—Investments. (5-0-5). Prerequisite: Economics 127.

A study of stocks and bonds, market operations, investment mathematics, investment policies and financial statements.

Education

Education 11—Orientation to Education (5-0-5). Fall.

For the beginning or prospective teacher, this subject offers a broad understanding of the American spirit in education, the place of the school in society, its growth and changing function as a social institution. The problem and discussion approach is used.

Engineering

Engineering 11 (111)—Engineering Drawing (0-6-3). Fall.

Topics of study include lettering; the use of the instruments; orthographic projection; auxiliary views; sections and conventions.

Engineering 12 (112)—Engineering Drawing (0-6-3). Winter. Prerequisite: Engineering 11.

Topics of study include drawing conventions; dimensions; pictorial representation; threads and fastenings; shop processes; technical sketching; working drawings; pencil tracing on paper, reproduction processes.

Engineering 13 (113)—Engineering Drawing (0-6-3). Spring. Prerequisite: Engineering 12.

Topics of study include technical sketching of piping and fittings; working drawings; ink tracing on cloth; working drawings from assemblies and assemblies from working drawings.

Engineering 19 (119)—Applied Descriptive Geometry (0-6-3). Spring. Prerequisite: Engineering 12.

Topics of study include the solution of problems involving points,

lines, and planes by use of auxiliary views; the solution of problems involving points, lines, and planes by revolution methods; simple intersections; developments of surfaces; an introduction to warped surfaces. Practical applications are emphasized.

English

Students will be assigned to freshman English according to results of tests taken before the beginning of the term.

English 14A (114A)—*Freshman English (5-0-5)*. Fall, Winter and Spring.

This course includes theme writing, with emphasis on correct and forceful expression. The student also reads and discusses such works as the *Iliad*, the *Odyssey*, and plays by Aeschylus, Sophocles and Euripides.

English 14B (114B)—*Freshman English (5-0-5)*. Fall, Winter.

This course is essentially the same as English 14A, but more time is devoted to grammar, punctuation and spelling. In theme writing, emphasis is placed on clarity of communication.

English 15A (115A)—*A continuation of English 14A (5-0-5)*. Fall, Winter and Spring.

The student reads and discusses selections from such authors as Montaigne, Swift, Dickens and English and American poets. Theme writing is continued with practice in preparing documented papers.

English 15B (115B)—*A continuation of English 14B (5-0-5)*. Winter, Spring.

This course is essentially the same as English 15A, but more time is given to correct expression in writing. A documented paper is prepared.

English 21 (121)—*Sophomore English—World Literature (5-0-5)*. Fall and Winter.

A study is made of some of the works of Shakespeare, Goethe's *Faust*, and selections from the Bible.

English 22 (122)—*Sophomore English—World Literature (5-0-5)*. Winter and Spring.

Selected modern poetry, drama and novels are read, both American and European.

English 24—An Introduction to Poetry (5-0-5). Spring.

A study of the various types and forms of poetry with special emphasis on more recent poetry.

English 25—American Literature (5-0-5). Fall. (Not offered in 1957-58).

A survey of American literature and culture. Each student is asked to select one particular period or area or author for concentration, making reports and writing papers in that phase of the work. The course is primarily conducted by reading and discussion.

English 27—Modern Drama (5-0-5). Fall.

Class reading and discussion of modern plays from Ibsen's "Ghosts" to Miller's "Death of a Salesman." The course is centered on appreciation of drama and improving of oral interpretation through reading selected plays aloud.

English 28—Fundamentals of Speech (5-0-5). Winter.

Basic principles and practices of speech. The course gives some attention to the physiological make-up of the speech mechanism, phonetics, gesture, articulation, pronunciation, and regional speech differences. However, it consists primarily of practicing the fundamentals of speech through a wide variety of formal, informal, extemporaneous, impromptu, and group participation speech exercises.

English 30—Principles of Theatre Art (5-0-5). Spring.

A study and discussion of the fundamentals involved in the development of dramatic art and in the staging methods which have been and are now utilized in producing drama. The course will develop chronologically and will relate directly to historical events and to the changing form and method of writing for the stage.

French

French 11-12 (111-112)—Elementary French (5-0-5). Fall and Winter.

A course for beginners. The spoken language is studied as well as grammar and reading. No credit for graduation will be given until the sequence is completed.

French 21 (121)—Intermediate French (5-0-5). Spring. Prerequisite: Two quarters of college French or two years of high school French.

Review grammar, oral practice, reading of selected texts.

French 22 (122)—Intermediate French, continued (5-0-5). Winter. Prerequisite: Three quarters of college French or three years of high school French.

Further reading of texts, oral and composition practice.

French 23—French Literature of the Nineteenth Century (5-0-5).
Prerequisite: Three quarters of college French or three years of high school French.

A survey course. Reading of texts, written and oral reports on collateral reading.

French 24—French Classical Drama (5-0-5). Spring. Prerequisite: French 22.

Selected plays of Corneille, Moliere and Racine.

Geography

Geography 111—World Human Geography (5-0-5).

A survey of world human geography, emphasizing population characteristics, topographic features, distribution of economic activities and geo-political problems within the major geographical regions. Consideration of adequacy of resources to support expanding world populations.

German

German 11-12 (111-112)—Beginning German (5-0-5). Fall and Winter.

Drill upon pronunciation and elements of grammar, conversation, and the training of the ear as well as the eye. German is used as much as practicable in the classroom instruction. The idiomatic use of the language will be studied. Reading of texts and translations. Conversation, dictation, and dialogues.

No credit for graduation is allowed until sequence is completed.

German 21 (121)—Intermediate German (5-0-5). Spring.

Grammar review and comparative grammar studied with the view of enabling students to write compositions. Short stories, life situations in Germany, German magazines, memorization of famous German songs. Conversation and dialogues.

Health

Health 111—Personal and Community Health Problems (5-0-5).

This course considers the meaning of health and factors influencing health behavior; health problems as related to the individual; overview of world, national, state and local health problems; community health organizations: mobilizing and evaluating community health resources.

The legal aspects in community health and the laws governing reportable diseases is given special attention.

History

History 14 (114)—An Historical Introduction to Contemporary Civilization (5-0-5). Fall, Winter, and Spring.

This course comprises a chronological survey of the main currents of political, social, religious and philosophical activity in Western Civilization from the period of the sixth century in Greece to the present time.

History 15 (115)—A continuation of History 14 (5-0-5). Winter and Spring.

In addition to a chronological treatment of events studied in the above courses, the dynamics of Western Civilization are studied in works of the following authors: Plato, Dante, Machiavelli, Descartes, Locke, Jefferson, Rousseau, Adam Smith, Malthus, Marx and others.

History 24—History of England (5-0-5). Winter.

A study of English political and social institutions from early times to the present with special emphasis given to developments since the Tudor period.

History 25 (125)—Recent European History (5-0-5). Fall.

This course is designed to provide an opportunity for detailed study of major national and international developments in European affairs from about 1870 to the present time. Special emphasis is devoted to the first World War and new developments in Europe following that war and the complex of world events which preceded the Second World War.

History 26 (126)—Recent American History (5-0-5). Winter.

This course has as its purpose the examination of the most important events and movements, political, social and cultural, in American life from about 1865 to the present time.

Home Economics

Home Economics 1n—Nutrition and Food Preparation (3-2-4). Winter. Laboratory fee, \$4.00.

A study of the laws governing the food requirements of human beings for maintenance of growth, activity, reproduction, and lactation. Complete meals are prepared and served in each laboratory period.

Home Economics 10—Orientations: Careers and Personal Development (5-0-5). Fall.

The many opportunities available in the field, such as food specialists, nutrition experts, nursery school teachers, marriage counselors and others will be discussed. Professional experts in these fields will visit the class to show the many vocations dealing with the home.

How to be more attractive through personal grooming and what is appropriate in manners and dress on various social occasions are emphasized.

Home Economics 11 (111)—Clothing (2-6-5). Winter.

Planning and making individual wardrobes. Fashions, design and fabrics are studied. Laboratory fee, \$2.00.

Home Economics 12—Foods (3-4-5). Spring. Laboratory fee, \$7.00.

This course is based on the human food needs. Preparation and attractive serving of meals is studied.

Home Economics 21—Home Furnishings (4-2-5). Winter. Laboratory fee, \$2.50.

The interior and exterior planning of the home is studied. Emphasis is placed on style of furniture, color and decoration fabrics used in the home.

Home Economics 23—Elementary Textiles and Clothing for the Family (2-6-5). Spring. Laboratory fee, \$2.00.

Practical application of elementary textile study to the selection and use of clothing for the family.

Home Economics 24—Family Fundamentals (5-0-5). Fall.

A course in the family with the problems that one faces in the preparation for children and the adjustment to these children.

Home Economics 131—School Lunch Room Management (5-0-5).

A study of the management of school lunchrooms, including menu planning, purchasing, preparation and service of food, record keeping, personnel management and equipment. Emphasis is given to the relation of the lunchroom to the total school program.

Mathematics

Mathematics 8 (108)—Plane Geometry (5-0-5).

Topics of study include rectilinear figures, congruent triangles, the circle, similar figures and polygons.

(Students will not receive college credit for this course if they

have completed one unit of high school credit in geometry.) (Not offered in day school in 1957-58).

Mathematics 9 (109)—Intermediate Algebra (5-0-5). Fall and Spring.

This course includes a study of fractions, signed numbers, linear and quadratic equations, ratio, proportion, variation and graphs.

(Students will not receive college credit for this course if they have completed two units of high school credit in algebra.)

Mathematics 16 (116)—College Algebra (5-0-5). Fall and Winter. Prerequisite: Two units of high school algebra or Mathematics 9.

The course consists of functions and graphs, logarithms, linear and quadratic equations, the binomial theorem, complex numbers and the elementary theory of equations.

Mathematics 17 (117)—Trigonometry (5-0-5). Winter and Spring. Prerequisite: Mathematics 16.

A course covering the solution of the right and general triangle, the solution of trigonometric equations, proof of trigonometric identities, graphs of trigonometric functions, and inverse trigonometric functions.

Mathematics 18 (118)—Plane Analytic Geometry (5-0-5). Spring. Prerequisite: Mathematics 17.

Analytic geometry of the point and the line, elementary conic sections, polar coordinates, transcendental curves and transformation of coordinates. (Not offered in 1957-58).

Mathematics 19 (119)—Mathematics of Finance (5-0-5). Spring. Prerequisite: Mathematics 16.

This course gives that background necessary for dealing with problems found in banking, real estate, financing, and accounting; the operation of the compound-interest law in business; simple problems concerning bonds, sinking funds, valuation of properties and annuities. Practical problems in these fields will be emphasized. The necessary aids and short cuts and use of tables and logarithms will be studied.

Mathematics 20 (120)—Analytic Geometry and Calculus (5-0-5). Spring. Prerequisite: Mathematics 17.

Analytic geometry of the point and the line, graphs of functions, limits, differentiation of algebraic functions and some applications of derivatives.

Mathematics 21 (121)—Calculus (5-0-5). Fall. Prerequisite: Mathematics 20.

This course includes the differentiation and integration of polynomials, problems in maxima and minima, approximations by differentials, areas, volumes, centroids, moment of inertia and work.

Mathematics 22 (122)—Calculus (5-0-5). Winter.

Prerequisite: Mathematics 21.

A continuation of Mathematics 21. This course includes differentiation of transcendental functions with application to rates, velocity and acceleration, curvature and Newton's Method. It also includes formulas and methods of integration.

Mathematics 23 (123)—Calculus (5-0-5). Spring.

Prerequisite: Mathematics 22.

A continuation of Mathematics 22. This course includes Simpson's rule, indeterminate forms, series, hyperbolic functions, partial derivatives and multiple integrals.

Mathematics 114—The Slide Rule (1-2-2).

An intensive study and practice in the use of all scales including the solutions of problems using the trigonometric scales.

Music

Music 11—Elementary Theory and Sight Reading (5-0-5). Fall.

A course designed to teach the student to read music at sight and to understand the fundamental principles of music theory. Melodic dictation, melody writing and an introduction to elementary harmony are included.

Music 12—Theory and Harmony (5-0-5). Winter. Prerequisite: Music 11.

A continuation of Music 11, with emphasis on harmony, harmonic dictation, four-part harmonic writing.

Music 20 (120)—Music Appreciation (5-0-5). Spring.

A course designed to help the student understand and enjoy fine music. Analysis of form, style and mediums of musical expression from the great periods of musical art. Lectures, discussions and recorded sessions comprise the course.

Music 18a—Piano (1-0-2).

Beginning or intermediate piano for the adult student. One hour lesson per week. Special fee—\$45.00.

Music 18b—Piano. A continuation of Music 18a (1-0-2).

Music 18c—Piano. A continuation of Music 18b. (1-0-2).

Music 19a—Voice. (1-0-2).

Fundamental instruction in voice production, diction, articulation, breath control, physical and mental poise, applied in the study of songs. One hour lesson per week. Special fee, \$45.00.

Music 19b—Voice. A continuation of Music 19a (1-0-2).

Music 19c—Voice. A continuation of Music 19b. (1-0-2).

Music 22a—Piano. A continuation of Music 18c. (1-0-2).

Music 22b—Piano. A continuation of Music 22a. (1-0-2).

Music 22c—Piano. A continuation of Music 22b. (1-0-2).

Music 23a—Voice. A continuation of Music 19c. (1-0-2).

Music 23b—Voice. A continuation of Music 23a. (1-0-2).

Music 23c—Voice. A continuation of Music 23b. (1-0-2).

(No practice facilities are available at the college. The student must have access to private practice facilities in order to enroll for applied music courses.)

Philosophy

Philosophy 10 (110)—Introduction to Philosophy (5-0-5).

The fundamentals of philosophy, the meaning and function of philosophy, the vocabulary and problems of philosophy, and the relation of philosophy to art, science and religion. Includes a survey of the basic issues and major types in philosophy, and shows their sources in experience, history and representative thinkers.

Physical Education

Physical Education 11—Conditioning Course (0-3-1). Fall.

Consists of calisthenics, stunts and tumbling, lifts and carries, road work, dual combatives, and simple games.

Physical Education 12—Team Sports (0-3-1). Winter.

Consists of basketball, soccer, speedball and volleyball.

Physical Education 13—Elementary Swimming (0-3-1). Spring.

Physical Education 14—Officiating of Basketball (1-3-2). Winter.
Prerequisite: P. E. 12 or equivalent.

Consists of a study of rules interpretation and actual experience

in coaching and officiating in class and intramural games. Elective credit, except when substituted for P. E. 12.

Physical Education 20—First Aid and Safety Education (4-0-3). Winter. Elective Credit.

The American Red Cross standard course in first aid is followed by a broad consideration of the opportunities for safety teaching in the school program.

Physical Education 21—Elementary Tennis (0-3-1). Fall.

Physical Education 22—Elementary Boxing for Men (0-3-1). Winter.

Physical Education 23—Senior Life Saving and Instructors' Course in Swimming (2-3-2). Spring.

Physical Education 24—Boxing for Teachers (2-3-2). Winter.

Physical Education 25—Folk Rhythms (0-3-1). Spring.

Physical Education 26—Modern Dance for Women (0-3-1). Winter.

Physical Education 27—Tap Dance for Beginners (0-3-1). Winter.

Physical Education 28—Adult Recreative Sports (0-3-1). Spring.

Consists of passive, semi-active and active games and sports which have carry-over value for later life.

Physical Education 29—Folk Rhythms for Teachers (2-3-2). Fall

This course consists of advanced training in folk dances and practice teaching of those dances.

Physical Education 31—Wrestling for Men (0-3-1). Winter.

Physical Science

Physical Science 11 (111) (5-0-5). Fall. No prerequisite.

A study of the scientific method and its use in the attempt of man to describe and explain the nature of the physical universe. This will include the study of fundamentals of physics and astronomy with some example of the applications of this knowledge in providing a better living for man. An attempt is made to go from the study of the large universe to the study of the small fundamental particles of which the universe is composed.

Physical Science 12 (112) (5-0-5). Winter. Prerequisite: Physical Science 11.

A continuation of Physical Science 11. In this course emphasis is placed on the study of the principles of inorganic and organic chemistry with some examples of the application of chemistry in household, industry, medicine, biology, geology, etc. Here the knowledge of the structure of the fundamental particles of matter (atoms and molecules) is used in the study of the classification of the simple components of matter (elements) and the changes which they undergo to form more complex substances (compounds).

Physics

Physics 11 (111)—General Physics (5-2-6). Winter. Laboratory fee, \$2.50. Prerequisite: a course in college mathematics or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of mechanics and heat.

Physics 12 (112)—General Physics (5-2-6). Spring. Laboratory fee, \$2.50. Prerequisite: Physics 11 or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of electricity, sound and light.

Physics 14 (114)—General Physics—Mechanics. (4-2-5). Fall. Laboratory fee, \$2.50. Prerequisite: Two years of high school algebra, Mathematics 9, or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of mechanics. Force and motion, work and power, energy, torque, and properties of gases are included.

Physics 15 (115)—General Physics—Electricity. (5-2-6). Winter. Laboratory fee, \$2.50. Prerequisite: Physics 14 or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of magnetism, electric circuits, electric energy and power, electromagnetic induction, and alternating current.

Physics 16 (116)—General Physics—Heat, Sound, and Light. (4-2-5). Spring. Laboratory fee, \$2.50. Prerequisite: Physics 14 or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of heat, sound and light. Under heat will be studied temperature measurement, thermal expansion, heat quantities, heat transfer, and thermodynamics. The study of sound includes wave motion, sound waves, and acoustics. Light includes reflection, refraction, spectra, color, and polarized light.

Physics 21 (121)—Mechanics (5-3-6). Fall.

Laboratory fee: \$2.50. Prerequisite: Mathematics 18.

An intensive course in mechanics. The course includes the study of statics, kinetics, energy, power, friction, machines, elasticity, hydrostatics and mechanics of gases.

Physics 22 (122)—Electricity (5-3-6). Winter.

Laboratory fee: \$2.50. Prerequisites: Mathematics 21 and Physics 21.

The course includes the study of magnetism, electrostatics, current electricity and its effect and some electrical instruments.

Physics 23 (123)—Heat, Sound and Light (5-3-6). Spring.

Laboratory fee: \$2.50. Prerequisites: Mathematics 21 and Physics 22.

This course includes basic concepts in heat and thermodynamics, sound, properties of light and a study of some optical instruments.

Political Science

Political Science 12 (112)—The Governments of Foreign Powers (5-0-5).

A study is made of the leading modern political theories, and attention is paid to the structure and powers of the major foreign governments. (Not offered in day session 1957-58).

Political Science 13 (113)—Government of the United States (5-0-5). Fall, Winter and Spring.

A study is made of the structure, theory, and workings of the national government in the United States and some of the major problems of the state and local government. The course shows how developmental practice has created our government as it stands today.

Psychology

Psychology 20 (120)—Applied Psychology (5-0-5). Fall.

This course is an orientation into college and into the choice of a career. The objective aids developed in the field of psychology will be used to discover effective ways of learning in general, and of studying in the college setting. Methods of objective measurement of a person's intelligence, interests, special aptitudes and personality traits will be explored and demonstrated. These will be applied to problems of educational, vocational, and special interest training. For persons already in employment, special problems of personnel management and production output may be studied by modern psychological principles and techniques. Insofar as possible each student will have an opportunity to

develop projects in the fields that will be useful in his own plans for education and career.

Psychology 21a (121a)—Introductory Psychology (5-0-5). Fall and Winter.

This course introduces the student to how the basic psychological processes operate and affect the behavior of the individual. Facts about patterns of growth from birth to maturity, learning to observe and deal objectively with the real world, having motivation, emotions, conflict and frustration are explored and applied to the student's present daily experience. Special study is given to unconscious influences on behavior in the study of mechanisms of defense and ways of directing these processes into more realistic and creative use of one's feelings, understandings and actions. By the end of the course the student is expected to be able to see these processes at work in a given example of behavior and to begin to see the interaction of all these processes in a given act or experience. In the seminar type of class discussion the focus is on one of these topics. The discussion objective is for each student, after study, to share his concept of the topic or some phase of it, link it with the information in the text, and test it against his own experiences.

Psychology 21b (121b)—Experimental Psychology (5-0-5). Spring. Prerequisite: Psychology 21a (121a).

In this course the principles explained in Psychology 21a will be tested and explored by special projects and experimentation. Each student will select from a choice of topics introduced in 21a at least one systematic experiment and one live project, develop his plan of procedure, carry out his study according to approved objective methods and prepare a satisfactory written report. Class time will be used for group consultation in order that each member will follow the work of each other student and for use of class guidance and criticism. Topics suitable for a special study project include aspects of child development or special behavior aspects of children, maturation, emotions, conflict, frustrations, mechanisms of defense, sensory processes, perception, learning, remembering, thinking, personality adjustment.

Psychology 22 (122)—Social Psychology (5-0-5). Fall. Prerequisite: Psychology 21a (121a) or consent of instructor.

This course centers on a study of the individual's interaction with his social groups (family, friendship groups, clubs, church groups, community groups). Forces of need, emotion and interests that bind the individual to his groups and the dynamic forces of group interaction are analyzed. The live laboratory of the class itself is used for experiencing the processes of communication and interaction in a group setting. Special topics of attitude formation, leadership, group conflicts, social

stratification, mass communication, propaganda, public opinion formation and methods of changing group patterns are studied, both by consulting the reports of responsible studies and by group projects.

Social Science

Social Science 104—Contemporary Georgia (5-0-5).

A study of current economic and social statistics as pertaining to agriculture, industry and commerce; population trends and governmental organizations and problems.

Sociology

Sociology 20a (120a)—Introductory Sociology (5-0-5). Winter.

Sociology is the objective study of the interrelationships of people as they interact with each other. This course presents information which has been gathered by systematic and scientific studies of human society. Material is drawn from Social Psychology on how an individual is "socialized" to interact with other people within his culture. This leads to some objective study of population patterns and the special distribution of people, occupational patterns of human communities, traits and characteristics of culture groups, typical features of group behavior and of the effect of mass communication on public opinion. Looking at mankind as a whole, his institutions of family, religion, economic behavior and political behavior are studied as stable patterns for meeting basic human needs, and as infinitely varied patterns adapted to the needs of different human groups. This introduction to sociology is successful if it leads the student into a more informed identification with wider segments of the human family and if he gains knowledge of objective methods for fact-gathering in his efforts to understand his human environment.

Sociology 20b (120b)—Social Problems (5-0-5). Spring. Prerequisite: Sociology 20a (120a).

In this course the principles explored in Sociology 20a will be explored in planned projects of social research, supervised participation and/or analysis of local community resources. These will take form in accordance with student interest and actual cooperative resources of community organizations and personnel. Suggested areas of study are the fields of health (physical and mental), poverty, employment, education, government, crime (juvenile and adult), dependent children, housing, recreation, resources for the aged and others that reveal community problems or programs. Class time will be used for group consultation in order that each member will follow the work of each other student and for use of class guidance and criticism. At the end of the course a practical analysis will be made of how social change

takes place in a community, with attention to the implications for change in national and international communities. For those who elect the Human Relations Concentration, a special seminar will be held at the end of this course for evaluating the students' experience in the whole Human Relations sequence.

Sociology 21 (121)—Marriage and the Family. (5-0-5). Winter and Spring.

This course first introduces the student to the basic uniformities yet infinite varieties of human families. He selects for studying the family pattern in a *culture different from his own*, and then studies the impact of *our own culture* as it influences the roles and interactions of a typical family. This should give some sociological understanding of the family as a cultural institution. The rest of the course focuses on the individual within our culture growing and learning to love in a mature marital union. The early childhood learnings which affect basic attitudes toward parents, authority, the giving and receiving of love, and anger are presented from the findings of analytic psychology. Then each stage in the preparation for marriage is discussed: dating, courting, engagement, marriage, adjustment to money, sex, religion, in-laws, friends and children. Some practical studies of budget, house planning, settling differences, using help, etc. are worked out as projects. A prominent physician is guest lecturer on specialized information affecting the physical adjustment to marriage and parenthood. Through the process of free discussions in the group, the students begin to experience the "give and take" that grows into honesty and mutual respect. The experience of this process is used as a way of learning the reciprocal interaction that is basic to mature love of another person.

Spanish

Spanish 111-112—Elementary (5-0-5). Fall and Winter.

These courses are for the purpose of providing the student with the elements of Spanish reading, composition and conversation. No credit for graduation will be given until sequence is completed.

Spanish 121—Intermediate Spanish (5-0-5). Fall and Spring.

This course gives the student an opportunity to review the elements of Spanish grammar and to delve into the fine points of the language.

Spanish 122—Advanced Spanish (5-0-5).

The purpose of this course is to increase the students' facility in writing and speaking Spanish. Selected masterpieces of Spanish literature and current Spanish newspapers are read.

Technical Institute Program

Courses are designated as follows:

GT—General Technology for courses which are common to several concentrations.

CT—Chemical Technology.

IT—Industrial Technology.

BCT—Building Construction Technology.

Elec. T—Electrical and Electronic Technology.

Civ. T—Civil Technology.

General Technology

GT 111—Industrial Safety (1½-0-1½).

A basic study of industrial accident prevention considering the nature and extent of the accident problem. A practical study is given the technique for control of industrial hazards together with the fundamentals of good organization.

GT 112—Public Speaking. (3-0-3). Prerequisite: English 114 or the equivalent.

Study and practice in the fundamentals of public speaking. The subject includes training in selecting a subject, obtaining and organizing material, and presenting speeches effectively. Each student makes several speeches before an audience.

GT 113—Technical Report Writing. (3-0-3). Prerequisite: English 114 or the equivalent.

Study of the fundamentals of technical writing style and mechanics with practice in preparing reports of various types most likely to be used on the job by technicians.

Chemical Technology

CT 120—Analysis of Variations. (3-0-3). Prerequisite: Mathematics 116.

An introduction to the application of recognized data analysis to technical problems. Instruction is given in the graphic presentation of engineering data for maximum effect. Emphasis is placed on determination of data variance and comparison of two or more groups of data for significant differences.

CT 121—Experimental Design. (3-0-3). Prerequisite: CT 120

Advanced statistical work, including problems in the determina-

tion of the proper procedure to be followed in gaining maximum information from given data. A study of experimental methods designed to produce adequate result data at minimum expenditure of time and money.

CT 140—Pulping ($4\frac{1}{2}$ -0- $4\frac{1}{2}$). Prerequisite: Chemistry 11-12.

A brief summary of all commercial pulping processes in use, including a study of wood species, chemicals used, cooking conditions, characteristics of pulp, and recovery processes. Also included is a thorough study of pulping processes now in widespread use in the South, with emphasis on the sulphate pulping of pine.

CT 141—Paper Machinery ($4\frac{1}{2}$ -0- $4\frac{1}{2}$). Prerequisite: CT 140.

The study of the function and operation of the various machines used for the conversion of pulp to the finished product, including the component parts and associated equipment of the fourdrinier machine. A survey of the leading types of machines used in the further processing of paper and paperboard for the production of bags, boxes and similar end products.

CT 142—Paper Testing (1-4-3). Prerequisite: CT 141.

A study of the physical properties of paper and paperboard, with emphasis on the characteristics commonly tested. Details of the construction, principle and operation of testing equipment are studied.

CT 143—Pulp Testing (1-4-3). Prerequisite: CT 140.

A comprehensive review of standard mill and laboratory pulp testing equipment and procedures. The inter-relationships of different pulp properties are studied, together with the theoretical and practical considerations of permanganate number and other measures of the degree of pulping.

CT 150—Organic Chemistry (5-0-5). Prerequisites: Mathematics 117 and Chemistry 25b.

A classroom survey of the types of organic compounds, their names and structures, preparation, properties and reactions, including electronic mechanisms involved in the reactions.

CT 151—Industrial Chemical Analysis (3-0-3). Prerequisite: Chemistry 25b.

The application of chemical principles to industrial processes of water treatment, paper manufacture, waste disposal, acid manufacture and various other related processes in the paper industry.

CT 160—Material and Energy Balances 1 ($2\frac{1}{2}$ -0- $2\frac{1}{2}$). Prerequisites: Mathematics 116, Chemistry 111, 112, Physics 114, 115, 116.

A study of the basic principles of physical chemistry and the ap-

plication of these principles in the solution of industrial problems. Much attention is given to the laws of thermodynamics and kinetics and the integration of these laws into process design procedures.

CT 161—Material and Energy Balances 11 ($2\frac{1}{2}$ -0- $2\frac{1}{2}$).

A continuation of CT 160.

CT 162—Elementary Chemical Processes 1 (2-0-2). Prerequisites: Chemistry 25b. CT 161.

A study of the transformation of energy and heat transfer, evaporation, distillation, drying, and flow of fluids.

CT 163—Elementary Chemical Processes 11 (2-0-2).

A continuation of CT 162.

CT 164—Woodstructure and Properties (3-2-4). Prerequisites: Chemistry 111, 112, Physics 114, 115, 116.

A course covering the basic process of the formation of wood fibers in the living plant and the changes which occur during and after the life of the plant. A resume of physical and chemical characteristics of southern woods, and the means by which these characteristics may be controlled or altered.

Industrial Technology

IT 120—Manufacturing Processes (3-0-3). Prerequisites: Mathematics 116, Physics 114.

This course is designed to familiarize the student with machine tools and basic manufacturing operations.

IT 121—Production Organization (3-0-3). Prerequisites: Economics 121-124, and IT 120 or approval of the instructor.

Problems in planning for production budgeting, plant location, machinery and equipment selection, building and service selection, maintenance planning, plant layout, materials handling, storekeeping planning, personnel organization, employee selection and training.

IT 122—Economic Analysis (3-0-3). Prerequisites: Business Administration 124 and IT 121 or approval of the instructor.

Problems in economic, financial and intangible analysis. A study is made of the technique of making a decision among alternatives on the basis of comparative cost and suitability. A study of quality control methods is included.

IT 123—Production and Cost Control (3-0-3). Prerequisites: Business Administration 124 and IT 121 or approval of the instructor.

Problems in factory operation, including scheduling, planning and detailed control of production, as well as the analysis and control of costs of manufacturing.

IT 124—Time and Motion Study (3-0-3). Prerequisites: IT 121 or approval of the instructor.

The study of working procedures to determine the best method, the best human motions and the time standard or measure of human efficiency.

IT 125—Mechanical Methods (0-4-2). Prerequisites: Engineering 113, Mathematics 117, IT 124 and Physics 112.

The course is designed to familiarize the student with machine mechanisms and jig and fixture design, including actual designing of simple machines, jigs and fixtures.

IT 126—Advanced Time and Motion Study (3-0-3). Prerequisite: IT 124 or approval of the instructor.

A continuation of IT 124 designed for students specializing in this field.

IT 127—Data Presentation (3-0-3). Prerequisite: IT 124 or approval of the instructor.

Problems in graphical and numerical analysis of data. Problems in presenting data in the most efficient and least costly form in terms of time required for use. Simple graphs and charts, alignment charts, families of curves and multi-variable charts.

Building Construction Technology

BCT 121—Graphics (3-9-6). Prerequisite: Engineering 111. An introductory study in architectural drawing and the principles of visual design. This subject equips the student with a basic knowledge of drawing sections, plans, perspective and presentation drawing in ink.

BCT 141—Blueprint Reading (3-0-3).

A study of architectural blueprints for students who must translate drawing into actual existing structures. This course is also useful for students interested in general layout of electrical, plumbing, heating or air-conditioning systems.

BCT 142—Building Materials (3-0-3).

A subject designed to familiarize the student with the physical properties of the materials generally used in the erection of structures, with brief descriptions of their manufacture.

* These courses will be conducted at the Union Bag-Camp Paper Corporation plant by company personnel.

BCT 211—Wood and Steel Construction (3-6-5). Prerequisite: Civ. T 143.

A study of the design of beams, girders and columns in both wood and steel. Included is a study of the various timber fasteners, steel and timber trusses and steel frameworks.

BCT 212—Concrete Construction (3-6-5). Prerequisite: Civ. T 143.

A study of the properties of reinforced concrete with the determination of direct stresses and bending stresses in beams, slabs, girders and columns. Laboratory work consists of problems and the actual testing of various concrete members.

BCT 222—Building Design 1 (3-12-7). Prerequisites: BCT 121 and BCT 142.

Residential design. This subject requires of each student a complete presentation drawing, a complete set of working drawings and a complete set of specifications for a dwelling house. Scale models will be built from working drawings by groups of students.

BCT 223—Building Design 11 (3-9-6). Prerequisites: BCT 222 and BCT 211.

Architectural design, working and structural drawings of more complex structures than those studied in BCT 222. Structural computations are required.

BCT 224—Building Design 111 (3-9-6). Prerequisite: BCT 223.

A continuation of BCT 223.

BCT 243—Building Equipment (3-0-3). Prerequisite: Physics 116.

A brief survey of the principles of heating, ventilating, plumbing, air-conditioning, lighting and electric wiring of buildings from the construction point of view.

BCT 244—Costs and Estimates (3-3-4). Prerequisite: BCT 142.

Preparation of material and labor quantity surveys from actual working drawing and specifications.

BCT 231—Architectural History (3-0-3).

A study of the progress of architecture. The material covered by this subject includes a review of architectural forms from early Egyptian to Modern Engineered Architecture.

Civil Technology

Civ. T 121—Elementary Surveying (3-9-6). Prerequisite: Mathematics 117 or concurrently.

Construction, care and use of surveying instruments; theory and practice of chaining; differential and profile leveling; transversing; computation of areas and earthwork; theory and practice of stadia and its application to topographic surveying; U. S. Gov't. system of public land surveys; reduction and plotting of field notes; the interpretation and plotting of field notes of topographic surveys.

Civ. T 122—Route Surveying (3-6-5). Prerequisite: Civ. T 121.

Reconnaissance, preliminary location and construction surveys for routes of all kinds, including simple, compound and reverse curves used on highways and railroads; superelevation of curves; computations of earthwork; construction of quantity, mass and haul diagrams. For a final project each laboratory group must lay out a complete highway location with each student submitting a complete set of plans, profiles, cross sections and earthwork computations for this location.

Civ. T 131—Highway Construction (3-0-3). Prerequisite: Civ. T 122.

A study of highway location, grading, drainage, surfacing, maintenance and administration.

Civ. T 212—Structural Drafting 1 (0-6-2). Prerequisite: Engineering 111.

Structural steel framing practices and preparation of shop drawing for steel fabrication.

Civ. T 213—Structural Drafting 11 (0-6-2). Prerequisite: Civ. T 212.

Preparation of detail drawings for concrete structures.

Civ. T 223—Land Surveys (3-6-5). Prerequisite: Civ. T 121.

Theory and practice of land surveying; sub-divisions; filing and recording deeds; U. S. system of land subdivisions. U. S. Coast and Geodetic plane coordinate systems; county and state laws; computations on astronomical observations for azimuth determination. Georgia Land Lot system of land subdivision.

Civ. T 143—Mechanics of Materials (5-3-6). Prerequisites: Physics 114 and Mathematics 117.

A study of coplanar forces and force systems, truss solutions, force systems in space, friction and centroids; direct stress, properties of materials, riveted and welded joints, torsions, stresses in beams, beam deflection, and columns.

Civ. T 224—Topographic and Contour Surveying (2-6-4) Prerequisite: Civ. T 121.

Theory, description and use of advanced surveying instruments

and methods; practice of state and local coordinate systems for cadastral surveys and construction work; field work for the design and construction of engineering projects; use of the Plane Table on topographic surveys; theory, description and purposes of the many types of maps, plans and profiles used by engineers; hydrographic surveying; altimetry.

Civ. T 232—Heavy Construction (3-3-4). Prerequisite: BCT 142.

Heavy construction practices. This subject acquaints the student with the many common pieces of heavy construction equipment and apparatus; operation, use, limitations and maintenance of this equipment are covered along with the methods, organization and management for both large and small jobs. Field trips are made to construction projects to illustrate the usage of various pieces of equipment.

Civ. T 241—Hydraulics (5-0-5). Prerequisites: Physics 114 and Civ. T 143.

Elementary principles of hydraulics with special emphasis on static pressure, flow through pipes, channels and over wires.

Civ. T 242—Water and Sewage Plant Operation (3-0-3). Prerequisite: Civ. T 241 or concurrently.

A study of operation of water and sewage treatment plants and the tests made in these plants.

Civ. T 251—Photogrammetry (0-6-2). Prerequisites: Civ. T 121 and Civ. T 224.

The preparation of maps and charts from aerial photographs by Stereoscopic and ground surveying methods. Specifications and requirements for aerial surveys.

Electrical Technology

Electronics and Communications Technology

Elec. T 121—A-C Current Circuits (5-3-6). Prerequisites: Mathematics 116, Physics 115.

Fundamentals of alternating current theory and practice as applied to single-phase circuits. Properties of resistance, inductance and capacitance. Resistance networks. Generation of alternating emf's and elementary wave-shape analysis. Reactance, impedance and phase relations in series and parallel circuits. Resonant circuits. Complex notation, vector analysis and use of the slide rule.

Elec. T 122—A-C Current Circuits (5-3-6). Prerequisites: Elec. T 121, Mathematics 117.

Advanced a-c theory and practice as applied to single-phase circuits. Further analysis of series and parallel circuits using complex notation and vector analysis. Admittance, conductance, and susceptance. Anti-resonant circuits. Coupled-circuit theory, impedance transformation, transformer theory, mutual inductance and reflected impedance. Construction, classification, regulation, loss determination and efficiency of single-phase transformers.

Elec. T 131—Basis Electronics (5-3-6). Prerequisite: Elec. T 121.

Basic study of the control of free electrons in elementary electronic circuits. Electron emission, classification and characteristics of high-vacuum tubes, tube characteristics curves. Rectification, amplification, amplification factor, trans-conductance plate resistance, load lines, stage gain and basic amplifier circuits. Types of bias. Classification and characteristics of gas-filled, vapor-filled, and cathode ray tubes. Hard-tube and soft-tube voltage regulator circuits. Conversion efficiency, ripple factor and circuit analysis of single-phase, half-wave, full-wave and bridge rectifier circuits.

Elec. T 223—Alternating-Current Circuits 111 (3-3-4). Prerequisites: Elec. T 122 and Mathematics 120.

Study of polyphase circuits, balanced and unbalanced, including circuit analysis, distribution systems, transformers and transformer connections, rectifier circuits and instrumentation.

Elec. T 232—Industrial Electronics (5-3-6). Prerequisites: Elec. T 122, Mathematics 120, Elec. T 131.

Study of basic industrial electronic circuits and application of these circuits to such devices as electronic timers, voltage regulators, electrostatic air cleaners, motor and generator control systems, photo-electric systems, web and register control systems, and induction and dielectric heating equipment.

Elec. T 233—Advanced Electronics (3-3-4). Prerequisites: Elec. T 261 or concurrently, Elec. T 232.

Study of special electronic circuits, including special amplifier and oscillator circuits, non-sinusoidal wave generators, pulsing circuits, clamping, advanced study of transients, transistor principles and circuitry and servo-mechanisms.

Elec. T 241—Communications Circuits 1 (5-3-6). Prerequisites: Elec. T 122, Elec. T 131.

Study of the operating principles of telephone equipment and circuits. Local-battery and common battery manual exchanges, step-by-step and all-relay automatic exchanges. Basic relay circuits for digital control. Matched transmission lines for audio frequencies, distributed and lumped line constants, pads and attenuators, constant-k

and m-derived filters for low-pass, high-pass, band-pass and band-elimination. "Pi", "T", and "L" sections.

Elec. T 242—Communications Circuits 11 (5-3-6). Prerequisites: Elec. T 261 or concurrently.

High-frequency transmission line concepts and practical applications. Impedence-matching concepts and methods, transmission-line circle diagram, propagation, standing waves, basic antenna theory, antennas for low-frequency and high-frequency applications, and high-frequency measuring techniques.

Elec. T 243—Communications Circuits 111 (3-3-4). Prerequisites: Elec. T 233 and Elec. T 242.

Microwave techniques, theory and practice in pulse circuits, ultra-high-frequency amplifiers, transit-time effects, wave guides and cavity resonators, dynatrons, transitrons, klystrons and magnetrons. Principles of radar, types of scan, radar transmitting and receiving systems, synchronization, and specific study of ASC-1 and APS-3 radar systems.

Elec. T 251—Direct Current Machinery (3-3-4). Prerequisites: Elec. T 122, Mathematics 120.

Construction, characteristics, operation and control, and industrial applications of direct current motors and generators. Electrical and mechanical characteristics of the various standard forms of field and armature windings.

Elec. T 252—Alternating-Current Machinery (5-3-6). Prerequisites: Elec. T 223, Elec T 251.

Construction, characteristics, operation and control, and industrial applications of polyphase induction and single-phase motors.

Elec. T 253—Alternating-Current Machinery (5-3-6). Prerequisites: Elec. T 252.

Construction, characteristics, operation and control, and industrial applications and synchronous generators, synchronous motors and synchronous converters.

Elec. T 254—Electrical Machinery (2-3-3). Prerequisites: Elec. T 223 or concurrently.

Survey of electrical rotating machines, direct and alternating current. Construction, characteristics, operation and control and industrial applications of d-c, single-phase, a-c and polyphase a-c motors and generators.

Elec. T 261—Communications Technology 1 (5-6-7). Prerequisites: Elec. T 241, Elec. T 232.

The study of voltage amplification as applied to radio-frequency

and audio-frequency circuits. Analysis of amplifier circuits and coupling methods, radio-frequency tuning circuits, regeneration and generative circuits, decoupling networks and basic oscillator circuits. Construction, tuning, and alignment of superheterodyne receivers.

Elec. T 262—Communications Technology 11 (5-3-6). Prerequisite: Elec. T 233, Elec. T 261.

Advanced study of radio communication circuits. Amplitude-modulated transmitters, power amplifiers, phase inverters, push-all amplifiers and modulator circuits. Broadcast studio techniques, recorders, and recording and control room equipment.

Elec. T 263—Television Technology (5-3-6). Prerequisite: Elec. T 233, Elec. T 262.

Principles of frequency modulation, methods of modulation and demodulation, FM transmitter and receiver circuits, Federal Communications Commission standards for television transmission. Camera and picture tubes, composite video signal, television receiver circuits, power supplies, video amplifiers, deflection circuits, alignment procedures, transmitters circuits and color television.

Elec. T 271—Wiring Methods. (3-3-4). Prerequisite: Elec. T 252.

Types of wiring and wiring methods used in buildings. Selection of wire sizes, fuses, circuit breakers, insulation, distribution systems, control circuits, and service entrances. Design and layout of electrical wiring systems for lighting, motors and control circuits in accordance with standard practice and the recommendations of the National Electrical Code.

Elec. T 272—Illumination (2-3-3). Prerequisite: Elec. T 122.

Illumination principles and practices. Modern illumination principles, calculation procedures, and equipment are coordinated in design problems of complete fluorescent and incandescent lighting installations.

Elec. T 273—Electric Power Distribution (3-3-4). Prerequisites: Elec. T 253 or concurrently.

Generation, transmission and distribution of electric power. Load-center distribution, sub-station operation, system and line protection, circuit analysis of distribution in lines, and electric utility practices.

University of Georgia Extension Courses

The classes listed below are University of Georgia Extension courses. See under "Fees" the extra charges to enroll in these classes.

Business Administration and Economics *

Business Administration	E-311	Introductory Cost Accounting	(5-0-5)
Business Administration	E-351	Principles of Organization & Management	(5-0-5)
Business Administration	E-370	Business Law, first	(5-0-5)
Business Administration	E-371	Business Law, second	(5-0-5)
Business Administration	E-390	Real Estate Principles	(5-0-5)
Business Administration	E-515	Income Tax Accounting	(5-0-5)
Business Administration	E-519	Tax Accounting	(5-0-5)
Economics	E-312	Elementary Economic Statistics	(5-0-5)
Economics	E-326	Money and Banking	(5-0-5)
Economics	E-360	Principles of Marketing	(5-0-5)
Economics	E-386	Labor Economics	(5-0-5)
Economics	E-431	Investments	(5-0-5)
Economics	E-444	Government and Business	(5-0-5)

Classics

Classical Culture	E-301	Greek Culture	(5-0-5)
Classical Culture	E-302	Latin Culture	(5-0-5)

English

English	E-303	English Literature to 1800	(5-0-5)
English	E-304	English Literature after 1800	(5-0-5)
English	E-343	Contemporary Drama	(5-0-5)
English	E-314a	Children's Literature	(5-0-5)

Geography

Geography	E-101	World Human Geography	(5-0-5)
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History

History	E-351	American History to 1865	(5-0-5)
History	E-352	American History since 1865	(5-0-5)

* Economics 121 and 124 are prerequisites to all advanced courses in economics and business administration, except by special permission of the instructor.

Health Education

Health Education	E-344	Problems in School Health Education	(5-0-5)
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Mathematics

Mathematics	E-102	Mathematics of Finance	(3-0-3)
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Music

Music	E-302	Methods of Teaching Public School Music	(5-0-5)
Music	E-312	Public School Music For Elementary Grades	(5-0-5)

Physical Science

Physical Science	E-1	Survey	(5-0-5)
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Political Science

Political Science	E-1	American Government	(5-0-5)
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Psychology

Psychology	E-414	Psychology of Personnel	(5-0-5)
Psychology	E-423	Abnormal Psychology	(5-0-5)

Social Science

Social Science	E-4	Contemporary Georgia	(5-0-5)
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Sociology

Sociology	E-315	The Field of Social Work	(5-0-5)
Sociology	E-360	Contemporary Social Problems	(5-0-5)

Speech

Speech	E-8	Fundamentals of Speech	(5-0-5)
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1958-1959

SUMMER

FALL

WINTER

SPRING

BULLETIN OF
Armstrong College
of Savannah

A City Supported Junior College
SAVANNAH, GEORGIA



18348

Membership In
American Association of Junior Colleges
Southern Association of Colleges and Secondary Schools
Association of Georgia Colleges
Georgia Association of Junior Colleges

VOLUME XXIII

NUMBER I

ARMSTRONG COLLEGE
LIBRARY

CALENDAR FOR 1958-1959

Evening College Summer Session, 1958

FIRST TERM

Registration	Friday, June 6
Classes begin	Monday, June 9
Last day to register for credit	Tuesday, June 10
Mid-Term reports due	Friday, June 27
Holiday	Friday, July 4
Examinations	Thursday, July 17

SECOND TERM

Registration	Monday, July 21
Classes begin	Tuesday, July 22
Last day to register for credit	Wednesday, July 23
Mid-term reports due	Monday, August 11
Examinations	Friday, August 29

FALL QUARTER, 1958

Freshman testing	Monday, September 15
Sophomore counseling	Tuesday, September 16
Freshman orientation and registration	Tues. thru Thurs., September 16-18
Registration	Friday, September 19
Classes begin	Monday, September 22
Last day to register for credit	Thursday, September 25
Mid-term reports due	Friday, October 24
Pre-registration for winter quarter	Monday thru Wednesday, November 17-19
Thanksgiving holidays	Thursday thru Sunday, November 27-30
Examinations	Monday thru Wednesday, December 8-10
Homecoming:	
Basketball Game	Saturday, December 13
Reception and Dance	Friday, December 26
Christmas holidays	Thursday, Dec. 11 thru Thursday, Jan. 1

WINTER QUARTER, 1959

Registration	Friday and Monday, January 2-5
Classes begin	Tuesday, January 6
Last day to register for credit	Thursday, January 8
Mid-term reports due	Friday, February 6
Pre-registration for spring quarter	Monday thru Wednesday, February 23-25
Examinations	Wednesday thru Friday, March 11-13
Spring holidays	Saturday thru Tuesday, March 14-17

SPRING QUARTER, 1959

Registration	Wednesday and Thursday, March 18-19
Classes begin	Friday, March 20
Last day to register for credit	Tuesday, March 24
Holiday	Friday, March 27
Mid-term reports due	Wednesday, April 22
Pre-registration for summer and fall quarters	Wed. thru Fri., May 6-8
Examinations	Mon. thru Wednesday, May 25-27
Sophomore Beach Party	Friday, May 29
Graduation	Tuesday, June 2

Summer Session, 1959

FIRST TERM

Registration	Friday, June 5
Examinations	Thursday, July 16

SECOND TERM

Registration	Monday, July 20
Examinations	Friday, August 28

Administration

The College Commission

HERSCHEL V. JENKINS	Chairman
DR. IRVING VICTOR	Vice-Chairman
JACK E. CAY, JR., <i>Ex-Officio</i>	VICTOR B. JENKINS
DR. H. Y. CHARBONNIER	HERBERT L. KAYTON
WILLIAM A. EARLY, <i>Ex-Officio</i>	W. LEE MINGLEDORFF, JR., <i>Ex-Officio</i>
H. LEE FULTON, JR., <i>Ex-Officio</i>	JOHN B. MILLER, <i>Ex-Officio</i>
JOSEPH H. HARRISON	DR. HELEN A. SHARPLEY

President's Office

FOREMAN M. HAWES, A.B., M.S.	President
MARJORIE A. MOSLEY, A.A.	Administrative Assistant and Secretary to the President

Evening College Office

ARTHUR M. GIGNILLIAT, A.B., M.A., Ph.D.	Vice President
HELEN MEIGHEN	Secretary

Business Office

JULE C. ROSSITER, A.A.	Secretary and Treasurer
GEORGE N. NICHOLS	Clerical Assistant

Registrar's Office

JACK H. PADGETT, A.B., M.A.	Registrar
ELIZABETH O. HITT	Assistant to the Registrar
MINNIE MCG. CAMPBELL	Veterans Affairs Officer
JULIA FRAKER	Clerical Assistant
CAROL T. BOND	Clerical Assistant

Student Personnel Services

M. LORRAINE ANCHORS, A.B., M.A.	Coordinator
DOROTHY M. THOMPSON, A.B., M.A.	Psychologist

Technical Institute Program

MARY H. STRONG, A.B.	Coordinator
----------------------	-------------

Library

MURIEL B. MCCALL, A.B., M.A.	Librarian
ELLA N. CLANCY	Assistant to the Librarian
*TED MARTIN	Assistant to the Librarian

* Part-time

Other Personnel

RUTH BURNS	<i>P.B.X. Operator</i>
ANGELA MCBRIDE	<i>P.B.X. Operator</i>
ELIZABETH POUND	<i>Manager Student Center and Book Store</i>
JOE MCNEELY	<i>Supt. of Grounds and Buildings</i>

The Faculty

- M. LORRAINE ANCHORS, A.B., M.A., Baylor University; Graduate Study, Cambridge University
Instructor in English
- *AVIS G. BARNES, B.S., University of Georgia
Chemistry Laboratory Instructor
- W. ORSON BEECHER, A.B., M.A., Emory University; M.A., University of Georgia
Instructor in History
- *STEPHEN P. BOND, B.S. in Architecture, Georgia Institute of Technology
Instructor in Engineering Drawing
- ANGEL DEL BUSTO, Artist's Diploma, Juilliard School of Music; Mus. D., Zoellner Conservatory.
Instructor in Woodwind Instruments
- JAMES CHARBONNIER, A.B., M.S., Geneva College, Geneva University, Switzerland; B.D., Drew University; A.M., Yale University; Doctor of Letters, Geneva University
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- JOSEPHINE SIMMONS DENMARK, B.S., Georgia Teachers College; M.S. in Home Economics, University of Georgia
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EVERETT J. HARRIMAN, B.S. in Chemical Engineering, University of
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Mastery of Forestry, Duke University

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GEORGE L. BRANNEN, B.S. in Industrial Engineering, Georgia Institute
of Technology

CREED H. REAGAN, B.S. of Industrial Engineering, University of Ten-
nessee

C. DUNCAN BLAKE, B.S., Master of Forestry, Louisiana State University

HERMAN R. LETCHWORTH, Journeyman Machinist, methods and ma-
chine design



ARMSTRONG
JUNIOR
COLLEGE

General Information

History and Organization

Armstrong College of Savannah was founded on May 27, 1935, by the Mayor and Aldermen of the City of Savannah to meet a long-felt need for a junior college. The first college building was the magnificent home of the late George F. Armstrong, a gift to the city from his widow and his daughter. The former home, now called the Armstrong Building, is an imposing structure of Italian Renaissance architecture; inside, its spacious rooms and marble halls lend an air of dignity; while outside it is one of the beautiful college buildings in the South.

Over the years, through private donation and public appropriation, the campus has been enlarged until now it includes four additional buildings: the Lane Building, a gift of the late Mills B. Lane, prominent banker; John W. Hunt Memorial Building in which are located the Student Center, the Home Economics Program, classrooms and the Dancing Studio, Herschel V. Jenkins Hall, which contains the auditorium and theater for the Armstrong College Masquers and class rooms; and Thomas Gamble Hall, site of science lecture rooms and laboratories.

Three of the buildings face forty-acre Forsyth Park, the most beautiful park in the city; the other two face Monterey Square, one of the carefully planned squares for which Savannah is famous.

Hodgson Hall, across from Forsyth Park on Whitaker Street, contains the college library as well as the Library of the Georgia Historical Society, to which Armstrong students have access.

The college is under the control of a commission of six members, appointed by the Mayor. In addition, the commission includes as ex-officio members the Mayor, the Chairman of the Chatham County Board of Education, the Chairman of the County Commissioners, the Superintendent of Education, and the President of the Savannah Chamber of Commerce.

Aims

The college seeks to serve the community by giving the men and women who attend its classes a better understanding of the world in which they live and the experience of adapting knowledge to meet the obligations and responsibilities of citizenship.

The student may complete one or more of the following specific objectives.

1. Complete the freshman and sophomore years of the four-year senior college program leading to the baccalaureate degree;

2. Finish two years of pre-professional work leading toward medicine, dentistry, law, home economics, the ministry and other professions;
3. Graduate from a semi-professional program, prepared to go into business or industry;
4. Complete two years of an engineering program which is transferable for credit to colleges of engineering..
5. Complete a two-year technical institute program.

The college awards an associate degree to students completing an approved program.

Admission to the College

A student planning to enter Armstrong will obtain from the Registrar an "Application for Admission Form." The student will complete and return this form to the Registrar's office. *Request the High School Principal, or the College Registrar (in the case of a transfer student), to send a transcript of credits to the Registrar's Office, Armstrong College of Savannah, Savannah, Georgia.*

The Registrar will notify the student that he has been admitted if he meets the minimum requirements for admission as listed below.

Requirements for Admission

Admission of Freshmen

All entering freshman day students are required to take entrance examinations. Information concerning these examinations may be obtained from the Registrar's office or Student Personnel Services.

In addition, each entering freshman student must meet one of the following requirements:

1. A candidate for admission to Armstrong College of Savannah must be a graduate of an accredited high school with at least fifteen units of credit or the equivalent.

No subject-matter units are prescribed. The high school program should be of such nature as to give satisfactory preparation for beginning college studies. Subjects which may be expected to contribute to this end are English composition, literature, natural science, history and other social studies, foreign languages, and mathematics. The right is reserved to reject any applicant whose high school program does not indicate adequate preparation for college work.

A record of high school credits earned by the applicant should be made out on the proper forms by an official of the high school and mailed directly to the Office of the Registrar. This certificate becomes the property of the college and cannot be returned to the applicant.

Two units in high school algebra and one in plane geometry are pre-requisites for admission to the freshman class in engineering.

2. A student twenty years of age or over, who is not a graduate of an accredited high school, may take the General Educational Development tests (high school level). These tests should be completed at least one week before registration. Additional information may be secured from the Registrar's office.

Admission of Transfer Students

Credit will be allowed for work done in other institutions of proper rank and standing and in certain cases for training received in the Armed Services. Credit from other institutions will be accepted toward graduation to the extent that the student has a general average of "C" for all college work transferred. To receive a degree from Armstrong College of Savannah, a student must complete 30 quarter hours in residence earning a "C" average and, in addition, must satisfy the requirements of a particular course of study. Adults (students over 21) may receive credit for certain college work on the basis of the General Educational Development tests (college level). Transfer students who have not completed two quarters of freshman English will be required to take placement tests in English.

Admission of Special Students

Students who are interested in enrolling in courses for their intrinsic value but who do not wish college credits may be enrolled as special students. Requirements pertaining to entrance examinations, physical examinations, and physical education do not apply to these students.

Transient Students

A student regularly enrolled in another college may register at Armstrong as a transient student with the permission of his dean or adviser. This permission should be obtained in writing prior to registration. For such a student entrance requirements are waived.

Admission of Veterans

Armstrong College of Savannah will accept veterans who are not high school graduates if their official General Educational Development tests show scores that indicate the applicant's ability to do college work. A Certificate of Eligibility and Entitlement (VA Form No. 7-1993) is required of every veteran who attends this institution under Public Law 550 (Korean Bill), application for which may be completed at the Veterans Administration office in the Industrial Building, Savannah, Georgia. Immediately upon receipt of certificate from the Veterans

Administration, the student should contact the Armstrong College Veterans Office regarding processing of certificate and future monthly reports. All veterans attending Armstrong under Public Law 550 should be prepared to pay tuition and fees at time of registration.

Orientation and Advisement

The counseling and advisement service of Armstrong College of Savannah offers help in solving problems connected with the student's college program.

Students are urged to request help from their instructors when the difficulty is one concerned with the subject itself and having no complications. The areas with which the adviser is usually concerned are choice of vocation, the planning of work in college, study habits generally and personal adjustment to college life. Those problems which do not fit into these general categories, either because of greater intensity or critical developments, are referable to community agencies outside the college if this is agreeable to the student and his parents or guardians.

The academic advisement of students is distributed among the entire faculty so that each instructor carries the responsibility for a proportionate number of the entire student body registered in the day program. Advisement interviews are scheduled with each student at least once a quarter and appointments for these interviews are mailed from the office of the Registrar. These interviews are designed to aid the student in planning his program of work in college.

Student Personnel Services

In the fall of 1957 the office of Student Personnel Services was added to the advisement program discussed above. The services available are as follows: individual diagnostic tests for students of high ability and low performance; vocational aptitude tests on an individual basis; and short-time counseling with students whose difficulties in adjusting to college life, either academic or social, require help beyond that which may be given by advisors and instructors.

Student Personnel Services also attempts to help the student to choose a senior college and to plan his program according to requirements of the senior college. Information concerning scholarships may be obtained through this office.

Commencement Exercises

Commencement exercises are held each year in June. At this time an associate degree is awarded to those students who have met the requirements for graduation, and recognition is given to those who qualify for scholastic honors. The faculty and graduates participate in full academic dress.

Fees

Tuition will be charged as follows:

For 12-18 quarter hours—\$65.00.

(Armstrong College Courses Only)

For each quarter hour less than 12 quarter hours—\$5.60

For each quarter hour *in excess* of 18 quarter hours—\$5.60

Persons desiring to attend courses without examination or credit may register as an auditor. Fees for auditors are the same as those for students registered for credit.

A registration fee of \$1.00 per student per quarter will be charged for University of Georgia Extension Courses.

Students will be allowed three days in which to complete registration in each of the two Summer Terms. However, a late registration fee of \$3.00 will be charged on the third day of registration. Five days will be allowed for completion of registration in the Fall, Winter and Spring Quarters, a late registration fee of \$3.00 being charged on the fourth day of registration and \$4.00 on the fifth day of registration.

An activity fee of \$5.00 each quarter will be charged all day students who are registered for 10 quarter hours or more. This fee is not charged Evening College students unless they wish to participate in the regular activity program of the college.

Students taking laboratory work will be required to pay a fee for materials and equipment. Students enrolled in Applied Music Courses will be required to pay a special fee. These fees are indicated in the description of courses found under "Course Descriptions" elsewhere in this bulletin.

For cause, a student may arrange with an instructor to make up an announced quiz or final examination. The arrangements to make up the announced test must be made within one week after the student returns to college.

A fee of \$2.00 is charged for the making up of any announced quiz and a fee of \$5.00 for a make-up final examination and laboratory examinations, except as shown below. The total charges to any one student for a final make-up examination and/or final laboratory examination in a given subject shall not exceed \$5.00. All fees will be paid to the Business Office.

The conditions under which fees for make-up quizzes and final examinations will not be charged are as follows:

The student was absent (1) on official school business.

(2) due to illness

(3) because of a death in the family.

(4) in observing religious holidays.

The student's reasons for claiming exemption from paying the fee must be presented to the instructor in writing.

Refunds of fees and tuition will be made only upon written application for withdrawal from school. No refunds will be made to students dropping a course. The schedule of refunds is given below:

Withdrawal Schedule

	Withdrawal Dates	Amount Due To College
First Session Summer Quarter 1958	June 6, 9, 10	20% of gross registration fees
	June 11, 12	40% of gross registration fees
	June 13, 16, 17	60% of gross registration fees
	June 18, 19	80% of gross registration fees
	June 20 through July 17	100% of gross registration fees
Second Session Summer Quarter 1958	July 21, 22, 23	20% of gross registration fees
	July 24, 25	40% of gross registration fees
	July 28, 29, 30	60% of gross registration fees
	July 31, August 1	80% of gross registration fees
	Aug. 4 through Aug. 29	100% of gross registration fees
Fall Quarter 1958	Sept. 19, 22, 23, 24, 25	20% of gross registration fees
	Sept. 26, 29, 30, Oct. 1, 2	40% of gross registration fees
	October 3, 6, 7, 8, 9	60% of gross registration fees
	October 10, 13, 14, 15, 16	80% of gross registration fees
	Oct. 17 through Dec. 1 ^o	100% of gross registration fees
Winter Quarter 1959	Jan. 2, 5, 6, 7, 8	20% of gross registration fees
	Jan. 9, 12, 13, 14, 15	40% of gross registration fees
	Jan. 16, 19, 20, 21, 22	60% of gross registration fees
	Jan. 23, 26, 27, 28, 29	80% of gross registration fees
	Jan. 30 through March 13	100% of gross registration fees
Spring Quarter 1959	March 18, 19, 20, 23, 24	20% of gross registration fees
	March 25, 26, 27, 30, 31	40% of gross registration fees
	April 1, 2, 3, 6, 7	60% of gross registration fees
	April 8, 9, 10, 13, 14	80% of gross registration fees
	April 15 through May 27	100% of gross registration fees

A graduation fee of \$7.50 will be collected from each candidate for graduation.

Any student delinquent in the payment of any fee due the college will have grade reports and transcripts of records held up, and will not be allowed to re-register at the college for a new quarter until the delinquency has been removed.

Each student leaving Armstrong College is entitled to one official transcript of his college work. The charge for additional copies is \$1.00 each.

Library

The college library of Armstrong College is housed in Hodgson Hall on the corner of Whitaker and West Gaston Streets. All the materials are readily available to the students since all books are on open shelves. On the main floor is the reference room which contains ref-

erence books, non-fiction books, reserve desk and circulation desk. Downstairs is another reading room, containing fiction, biography, books in foreign languages, current and bound volumes of periodicals. The workroom and the office of the Librarian are also downstairs.

At the present time the library collection consists of 15,000 volumes as well as a large number of pamphlets on subjects of current interest. More than one hundred periodicals are received, including five newspapers. Besides the books, periodicals and pamphlets, the library has a collection of recordings and a phonograph located in the downstairs reading room for the use of the students, faculty and staff.

In addition to the resources of the college library, the students have free access to the holdings of the Georgia Historical Society, also housed in Hodgson Hall. This library contains an outstanding collection of materials on Georgia and its history as well as a large collection of materials on Southern history. The holdings of the Historical Society consist of more than ten thousand books, eighty periodical subscriptions, an extensive manuscript collection, and one of the more complete files of Savannah newspapers, dating back to 1763.

Audio Visual Instruction

Certain classrooms of the college are equipped with screens for the showing of films. In the teaching of English, public speaking, foreign languages and music, visual aids are supplemented by recordings.

Student Assistants

The college employs a number of student assistants each year. These students work in the library, science laboratories, business offices and with the faculty. Those who desire such employment should apply to the staff member who is in charge of the work in which he is interested or to the President of the college.

Scholarships

The scholarships which are available to students are listed below. Application blanks may be secured from the President's office in the Armstrong Building. Those who wish to apply for scholarships for the school year beginning in September should file an application in the President's office not later than July 15. All applicants are required to appear before an oral interview board during the month of August. Each applicant will be notified when to appear for this interview.

COMMISSION SCHOLARSHIPS—7 are offered each year. Value: \$100.00 each. (Both men and women are eligible). These are work scholarships. Students who hold them work a few hours each week as assistants in the library, laboratory or in the administrative offices of the college. In some instances, it is possible for a student to earn more than \$100 a year.

ARTHUR LUCAS MEMORIAL SCHOLARSHIPS—5 are offered each year. Value: \$100.00 each. (Both men and women are eligible).

JUNIOR CHAMBER OF COMMERCE—2 are offered each year. Value: \$200.00 each. (Both men and women are eligible). One scholarship is awarded to a freshman and one to a sophomore.

EDWARD McGUIRE GORDON MEMORIAL SCHOLARSHIP—1 is offered each year. Value: \$200.00. (Men only are eligible). Applicants must be residents of Chatham County.

SAVANNAH GAS COMPANY—ENGINEERING—1 is offered each year. Value: \$100.00. (Men only are eligible).

SAVANNAH GAS COMPANY—HOME ECONOMICS—2 are offered each year. Value: \$100.00 each. (Women only are eligible).

THOMAS MAYHEW CUNNINGHAM MEMORIAL SCHOLARSHIP—1 is offered each year. Value: \$200.00. (Both men and women are eligible).

HUNTER FIELD OFFICERS' WIVES' CLUB—2 are offered each year. Value: \$150.00 each. (Both men and women are eligible).

PANHELLENIC ASSOCIATION OF SAVANNAH—1 is offered each year. Value: \$100.00. (Women only are eligible).

WARREN STEPHEN FIGG SCIENCE SCHOLARSHIP—1 is offered each year. Value: \$200.00. (Men only are eligible).

Placement Service

The college maintains a placement service for the benefit of employers and students. Anyone seeking part-time employment while in college, or full-time employment after leaving college, should place his name on file with the Business Office.

Student Center

The college does not operate a boarding department. The Student Center in the Hunt Building is open throughout the day and provides light lunches at reasonable prices. The Center also provides recreational facilities and houses the book store.

Student Activities

The entire program of student activities at the college is designed to contribute to the development of the whole individual and to assist him in becoming an active and helpful member of the community.

The governing body for student affairs at Armstrong College is the Student Senate. This organization is made up of elected representatives from all student groups recognized by the Senate. It is the function and responsibility of the Senate to coordinate, direct and control student organizations and activities at Armstrong.

Athletics

Armstrong participates on the inter-collegiate level in basketball, golf, and tennis. All other sports at the college are on an intramural basis. Intramural competition is offered in such sports as basketball, volleyball, swimming, football, tennis, softball and ping-pong. All are encouraged to take part in this program.

Physical Education Program

All regular day students are required to participate in a physical education program. Courses are offered each quarter except during the summer. These are listed elsewhere in the catalog under "Course Descriptions." See "General Regulations" for specific information concerning requirements of the program.

Publications

There are two student publications at Armstrong, the *Inkwell*, a newspaper, and the *Geechee*, the college annual. These afford the students an opportunity to express themselves through creative writing and art work, and to gain experience in other journalistic activities.

The Armstrong College Masquers

The Armstrong College Masquers, with a charter membership of over seventy students, was organized in the Fall of 1950, after the Savannah Playhouse separated from Armstrong College and was re-organized as the Little Theatre, Inc.

The Masquer organization's goal is to furnish enjoyment and appreciation of the drama for both participants and spectators through a balanced presentation of popular and classic theatre.

Masquer membership is open to all students interested in any phase of the theatre: acting, designing, lighting, make-up, costuming, and other production skills..

An affiliate of the Masquers is the Armstrong Radio and Television Workshop, formed to offer interested students an opportunity to develop techniques of radio and television broadcasting.

The Glee Club

The Armstrong Glee Club is composed of students who enjoy singing and desire the satisfaction to be gained from group singing. Besides two yearly concerts at the college, the Glee Club has produced musicals with the Armstrong Masquers and sung for many civic groups in Savannah.

ARMSTRONG EVENING COLLEGE

Fully accredited college classes are offered after 6:00 p.m., Monday through Friday. Classes meet one, two or three evenings a week according to the amount of credit the course offers and its duration.

Students not seeking degrees may enroll in courses on a non-credit basis.

It is possible to enroll for classes taught on Monday, Wednesday and Friday at 6:00, 7:30 or 9:00 p.m. Students employed during the day are urged to limit their enrollment to one or two courses. Eighteen five-hour courses, or the equivalent, are required for graduation. A student planning to graduate, should complete a program of study listed elsewhere in this *Bulletin* under "Curriculums."

The dates for refunds in the case of withdrawal listed elsewhere in this *Bulletin* are applicable. When a student is enrolled in more than one course, no refund is allowed for dropping a single course. Refunds are made only in case of withdrawal from the college.

The cost of tuition, etc., is covered under "Fees". Student activity fees are not assessed evening college students, unless they wish to participate in the regular activity program of the college.

Armstrong Evening College, as successor of the Savannah Branch of the University of Georgia Off-Campus Center, began operation in June 1951. Veterans are now attending under Public Laws 550 and 894 (Korean Veterans).

Qualified Armed Service personnel, currently on active duty, may have their tuition partially defrayed by the services. This is arranged through the unit education officer of the service affected.

Quarterly announcements of Evening College courses, instructors, etc., may be obtained by addressing requests to the Director, Armstrong Evening College, P. O. Box 1913, Savannah, Georgia.

The Technical Institute Programs

Seven programs leading to the degree of Associate in Science are offered by the Armstrong Evening College. These are two year terminal programs which qualify the student as a technician in his chosen field. Curriculums are available in the following technologies: Building Construction, Civil, Electrical and Electronic. In addition three other programs are offered in cooperation with the Union Bag-Camp Paper Corporation in Chemical, Industrial and Mechanical technologies. In these three fields the basic courses are taught at Armstrong College by the college staff. The advanced technical courses are conducted at the plant of the Union Bag-Camp Paper Corporation by fully qualified company personnel. Excellent shop, laboratory and classroom facilities are available. These courses are fully accredited by Armstrong College and are not restricted to employees of the company.

Tuition for Technical Institute courses taught at Armstrong College is the same as for other Evening College courses. Tuition for the courses conducted at the Union Bag-Camp Paper plant is \$1.00 per credit hour, payable to Armstrong College.

Classes are scheduled whenever possible with duplicate or extra sessions to accommodate shift workers with rotating work hours.

Programs of study and course descriptions in the Technical Institute program will be found elsewhere in this bulletin.

Senior College Courses

Through the Extension Division of the University of Georgia, Armstrong Evening College offers upper-division courses which can be taken for credit, satisfying junior and senior requirements for the bachelor's degree. A minimum of one year of residence at the University is required to receive the bachelor's degree. The equivalent of one year of senior college work may be completed through extension classes in the evening program at Armstrong College on certain degree programs.

Instructors in the extension classes are approved by the heads of the departments at the University of Georgia. These courses then carry University credit and are recorded in the Registrar's office at the University of Georgia. They are University of Georgia courses taught in Armstrong Evening College. (See photostat). The section under "Fees" explains special charges for University of Georgia Extension courses.

In the past, the courses offered have been the core curriculum for the junior year leading toward the Bachelor of Business Administration degree; also, income tax accounting, a second course in business law, personnel administration and other advanced courses in economics and business administration as requested.

Junior and senior courses leading to the Bachelor of Arts degree are offered in English, literature, history, psychology and sociology. Other courses will be added if sufficient student requests warrant.

Courses required to qualify for State Department Teacher's Certificates are sometimes offered as extension classes.

Students are limited to 90 quarter hours of residence credit at the junior college level. Another 45 quarter hours of credit may be obtained through senior college extension classes.

Transcripts of credit granted for University of Georgia Extension courses must be obtained from the office of the Registrar, University of Georgia, Athens, Georgia—not from *Armstrong College*. In requesting such transcripts, the student should indicate that the courses were taken at Armstrong College of Savannah through the Extension Division of the University of Georgia.

THE UNIVERSITY OF GEORGIA
OFFICE OF THE REGISTRAR
ATHENS, GEORGIA

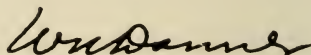
April 28, 1954

TO WHOM IT MAY CONCERN:

This is to advise that any student may use up to a maximum of 45 quarter hours credit completed through correspondence and extension courses toward a degree at the University of Georgia. This may be taken over and above the first two years of work whether these be completed at a junior college or a senior college.

Specifically, we will recognize without question up to 45 quarter hours credit completed in extension courses offered in a joint program sponsored by Armstrong College of Savannah and the Division of General Extension at the University of Georgia.

Cordially,



Walter N. Danner
Registrar

WND:cc

General Regulations

Advisement and Placement Tests

To help a student select a definite objective early in his college program, the Armstrong staff administers to each entering freshman a series of interest and achievement tests. In the fall, these are given during Freshman Week and are scored prior to the student's interview with an adviser. On the basis of these objective measurements, the student's previous record, his interest and his family counsel, the student with the aid of his adviser decides on a program of study which will enable him to accomplish his purpose.

Physical Examinations

Each day student must submit a completed physical examination report on the forms furnished by the college before he can complete his registration. On the basis of the examination, the physical education director will adapt a program of training and recreation to individual requirements. This regulation is not applicable to students enrolled in the Evening College.

Physical Education Program

All regular day students who are candidates for diplomas or certificates are required to attain credit for six physical education courses, one each quarter. A student graduating in less than six quarters may reduce the physical education requirements accordingly. Regular courses should be taken in proper sequence and two required courses should not be scheduled in any one quarter.

A student who has served a minimum of three months in the military services shall be exempt from Physical Education 11. A student who has served a minimum of six months in the military services shall be exempt from Physical Education 11 and 12. Proof of service time shall be presented.

In order for a regular day student to be excused from any one physical education course, he must have his or her doctor sign a special form. A student who does not plan to graduate from Armstrong College will be allowed to register for any one quarter without physical education providing he or she signs the proper form. No student may register without a required physical education course except with written permission from the Physical Education Department.

Course Load

The unit of work for a regular student is 16-17 quarter hours per quarter. A schedule of sixteen quarter hours presupposes that the aver-

age student will devote approximately forty-eight hours per week to his college classes and to his preparation therefor.

Except in engineering, permission to enroll for more than 17 quarter hours will be granted only to students who have a "B" average for the preceding quarter. The quarter just prior to graduation, a student may take an extra course which is necessary to meet requirements for graduation. No student will be allowed to register for more than 21 hours in any one quarter.

No student will be allowed to take more than 11 quarter hours of work in the Evening College during the fall, winter and spring quarters unless he has better than a "B" average in the last quarter for which grades are available. A student will be limited to 6 quarter hours during any one term of the summer unless he has better than a "B" average in the last quarter of work for which grades are available. All entering students and students with full-time employment are limited to 11 quarter hours of work in the fall, winter and spring quarters; and to 6 quarter hours of work during any one term of the summer session. This regulation does not apply to transient students who are regularly enrolled in another institution.

Admission to Class

Students will be admitted to class when the instructor is furnished an official class card indicating that he has completed his registration and paid his fees in the Business Office.

Conduct

Compliance with the regulations of the faculty and the Armstrong College Commission is assumed. Gambling, hazing, and the use on the campus of intoxicating beverages are prohibited.

Reports and Grades

It is felt by the administration and faculty that students in college should be held accountable for their scholarship. Accordingly, report cards, warnings of deficient scholarship and all such notices are not sent out to parents or guardians by the Registrar except on request. Instead the students themselves receive these reports and are expected to contact their advisers whenever their work is unsatisfactory. Report cards are issued at the end of each quarter. Reports of failing grades are issued in the middle of each quarter. Each student has access to an adviser; in addition, the Registrar and all instructors are available to help any student seeking assistance.

Reports are based on the following system of grading:

A plus	Exceptional	4 honor points per quarter hour
A	Excellent	3 honor points per quarter hour
B	Good	2 honor points per quarter hour
C	Fair	1 honor point per quarter hour
D	Poor	No honor points per quarter hour
E	Incomplete	Incomplete must be removed before mid term of the following quarter
F	Failure	Course must be repeated
W	Withdrew	Course must be repeated
W/F	Withdrew Failing	Course must be repeated

A student who receives an "E" (incomplete grade) should consult his instructor at once and arrange to complete the requirements of the course. An "E" grade which has not been removed by the middle of the succeeding quarter automatically becomes an "F". An "E" grade becomes an "F" if the course is repeated.

A student who receives an "E" grade in the Evening College will have one year in which to complete the requirements of the course. If the "E" grade is not removed within this time, it automatically becomes an "F". An "E" grade becomes an "F" if the course is repeated.

Honors

Students who have been in attendance for three consecutive quarters taking a normal load (not less than fifteen hours per quarter), and achieving an average grade of "B" or better with no grade below that of "C" will be placed on the Permanent Dean's list. This list is published each June in the commencement program.

Graduates who meet the requirements for the Permanent Dean's List and who are graduating with an average of three honor points per quarter hour, will be designated as graduating summa cum laude (with highest distinction). The designation cum laude (with distinction) will be bestowed upon those meeting the above requirements with an average of two honor points per quarter hour.

A valedictorian will be selected by the graduating class from the five students with the highest scholastic averages in the work completed before the term in which the students graduate.

Students taking a normal load who make a grade of "B" or better in each course during any quarter will be placed on the Dean's Scholastic Attainment List.

Students in the Evening College enrolled for ten or more hours, who earn 15 consecutive quarter hours of credit with grades of "B" or better in each course will be placed on the Dean's Scholastic Attainment List.

Attendance

Students are expected to attend classes as scheduled. Any absence, whatsoever, from class work entails a loss to the student.

A day student who has been absent from class for a valid reason should have the absence excused with a written statement to his instructor who will initial it. The student will then file this form in the Registrar's office. Excuses must be submitted within seven days from the date the student returns to school; otherwise the absence will not be excused. Evening College students must leave excuses for absence in the Evening College office on a special form provided for that purpose.

An Evening College student whose absences for any cause exceed one third of the number of times the class meets in the quarter will be dropped from the class. The student will be given a "W" if at the time he was dropped he had a passing grade; if at the time he was dropped he was failing, he will be given a "WF".

The above regulation is waived only in those cases in which the instructor and the registrar concur.

A day student who has unexcused absences equal in number to the times the class meets in one week, and has one additional unexcused absence, will be dropped from class. The instructors will notify the Registrar's office when a student should be dropped. The Registrar's office will notify the student. Grades assigned to those who have been dropped will be either W or W/F. A student who is dropped within three weeks after the beginning of the quarter will automatically receive a grade of W. A student who is dropped after the 3rd week of the quarter will receive either a W or a W/F depending upon his status at time the student withdraws or is dropped from class.

Students will be charged with absences incurred by late registration in the college as indicated in the current bulletin and these absences carry the same penalty as the other absences from a course.

Attendance at monthly assemblies is required.

Withdrawals

A formal withdrawal, presented to the Registrar in writing, is a pre-requisite for honorable dismissal from, or re-entrance into, this institution. Any student planning to withdraw should immediately make such intentions known to the administration of the college in writing. This notice is required to receive any authorized refunds.

A student should formally withdraw from any class which he discontinues by securing the written approval of the instructor and his faculty adviser. This written approval should be filed in the Registrar's office. Grades assigned to those who withdraw will be either W or W/F. A student who withdraws within three weeks after the beginning of

the quarter will automatically receive a grade of W. A student who withdraws after the 3rd week of the quarter will receive either a W or W/F depending upon his status at the time the student withdraws or is dropped from class.

Dismissal

Any day student failing (except in cases excused before examinations on account of illness) to pass at least one course other than physical education in any one quarter will be dropped from the rolls of the college. Any student who fails to make an average of at least 0.6 honor points per quarter hour in all work scheduled during the first three quarters work at the college will not be allowed to re-register. Withdrawal is recommended to all students who have less than a "C" average at the end of the fourth quarter. At the end of the sixth quarter's work a student must have an 0.8 honor point per quarter hour average in order to re-register.

Any student in the evening program seeking credit who fails (except when excused before final examination on account of illness) to pass at least one course in two consecutive quarters will be dropped from the rolls of the college. Any student in the evening program who fails to make an average of at least 0.6 honor points per quarter hour in the first 50 quarter hours of work at the college will not be allowed to re-register. Withdrawal is recommended to all students who have less than a "C" average at the end of 70 quarter hours of work. At the end of 90 quarter hours of work, a student must have an average of 0.8 honor points per quarter hour in order to re-register.

Students who have been asked to withdraw on account of academic deficiency will be re-admitted to Armstrong if the student goes to another college for one quarter and maintains a "C" average. If a student does not go to another college or to Armstrong Evening College he may re-register in the day school at Armstrong after two quarters. He re-enters on probation for one quarter, during which quarter he must make a "C" average.

Requirements for Graduation

The requirements for graduation from Armstrong College of Savannah are listed below:

1. The student will complete a program of study listed elsewhere in the catalog under "Curriculums" with an average grade of "C." Any exceptions to a program may be referred by a student's adviser to the Committee on Academic Standing.
2. One-third of the work required for graduation will be completed at Armstrong College of Savannah.

3. Not more than one-fourth of the total work required for graduation will consist of correspondence courses and credit for training in the Armed Services.

Candidates for graduation will make application in the Registrar's office two quarters prior to the expected date of graduation.

Recommendations

The recommendations issued by the college are based on the grades the student earns, his student activity record, and the opinions expressed by his instructors on a special student rating form.

The files of the Registrar's office which include all permanent records are consulted regularly by representatives of the Federal Bureau of Investigation, the Civil Service, the local Credit Bureau and other agencies having access to confidential records. A good college record is of vital importance to a student.

Curriculums

General

Before registration, the student should **PLAN A PROGRAM OF STUDY WITH AN ADVISER**. Even if a student knows what courses are required for graduation, he should have on record in the office of his adviser a copy of his program. In order for a student to make any changes in his planned program he must consult his adviser. The adviser and the Registrar will check a student's program and it will be approved two quarters prior to the expected date of graduation.

An associate degree is conferred upon all students who successfully complete at Armstrong College of Savannah one of the two-year programs or the three-year course in business administration.

If a student plans to transfer to another institution either before or after graduation, it is essential that he determine what courses must be completed at Armstrong in order to conform with the degree requirement of the institution to which he wishes to transfer.

The Core Curriculum

There are certain bodies of knowledge and certain skills indispensable to every college trained man and woman. The understanding of one's environment and man's struggle to adapt it to useful ends, the ability to communicate his thoughts and feelings, right group-attitudes and coordinated physical activity—these objectives are set up in the following courses required of all students desiring to graduate.

Freshman year: English 14, 15 * (114, 115) ; History, 14, 15 (114, 115) ; ten quarter hours of natural sciences**, and Physical Education 11, 12, 13. With permission of instructor, students may substitute Physical Education 14 for Physical Education 12 and Physical Education 23 for Physical Education 13.

Students enrolled in one year programs may choose any three of the required physical education courses as listed for freshmen and sophomores.

Sophomore year: Sophomore English and three quarters of physical education. Students enrolled in certain terminal courses described below may substitute English 28 for one of the required English courses.

A student may choose any three of the following physical education courses: 21, 23, 25, 26, 27, 28, 31.

Students graduating in less than the six quarters of the regular session may reduce their physical education requirements accordingly. Physical education should be taken in the proper sequence and two courses should not be scheduled in any one quarter.

* Courses numbered over 100 are offered by the Evening College.

** Natural sciences include biology, chemistry, physics, human biology, and physical science.

SENIOR COLLEGE PREPARATORY PROGRAMS

(1) Business Administration*

First Year		Second Year	
English 14, 15—Freshman English	10	English 21, 22—Sophomore	
History 14, 15—Western Civilization	10	English	10
Physical Education 11, 12, 13	3	Physical Education	3
Laboratory Science	10	Business Administration 24, 25—	
Mathematics 16—College Algebra	5	Accounting	10
Mathematics 19—Finance	5	Economics 21, 24—Principles and	
Electives	5	P.oblems	10
		Political Science 13—Gov't of U.S.	5
		Electives	10
TOTAL		TOTAL	
	48		48

(2) Engineering

This program will satisfy degree requirements for most types of engineering. The student should obtain a catalog from the senior college he plans to attend and check this program against the requirements. The courses required for the freshman year have been worked out in consultation with the Georgia Institute of Technology.

First Year		Second Year	
English 14, 15—Freshman English	10	English 21, 22—Sophomore	
Physical Education 11, 12, 13	3	English	10
Chemistry 11, 12—General	10	History 14, 15	10**
Mathematics 16, 17, 20—College		Physical Education	3
Algebra, Trigonometry and		Mathematics 21, 22, 23—	
Analytic Geometry and Calculus	15	Calculus	15
Chemistry 13—Qualitative Analysis	5	Physics 21, 22, 23	18
Engineering 11, 12—Drawing	6	Political Science 13	5**
Engineering 19—Descriptive			
Geometry	3		
TOTAL		TOTAL	
	52		56

(3) Forestry

A one-year program for students in Forestry. The student should obtain a catalog from the senior college he plans to attend and check this program against the requirements.

English 14, 15—Freshman	10
Physical Education 11, 12, 13	3
Biology 11, 12—Botany	10
Economics 21—Principles	5
Engineering 11—Drawing	3
Mathematics 16, 17—College Algebra and Trigonometry	10
Physics 14 or Physical Science 11	5

* A student should consult the catalog of his prospective senior college for required subjects. Colleges differ as to what subjects are required for this course.

** 3 quarters of a foreign language may be taken in lieu of the social sciences.

Political Science 13—Government of U. S.	5
TOTAL	51

(4) Home Economics

First Year

English 14, 15—Freshman English	10
History 14, 15—History of Western Civilization	10
Physical Education 11, 12, 13	3
Art 11—Creative Art	5
Home Economics 10—Orientation: Careers & Personal Development	5
Home Economics 11—Clothing	5
Laboratory Science	10

TOTAL 48

Second Year

English 21-22—Sophomore English	10
Physical Education	3
Home Economics 12—Family Meal Planning and Serving	5
Home Economics 21—Home Planning and Decorating	5
Home Economics 24—Family Fundamentals	5
Social Studies	10
Electives	5
*Mathematics 9 or 16	5

TOTAL 48

(5) Industrial Management

This program will satisfy degree requirements for the first two years of this field of engineering.

First Year

English 14, 15—Freshman English	10
Physical Education 11, 12, 13	3
History 14—Western Civilization	5
Chemistry 11, 12—General	10
Chemistry 13—Qualitative Analysis	5
Engineering 11, 12—Drawing	6
Engineering 19—Descriptive Geometry	3
Mathematics 16, 17, 20—College Algebra, Trigonometry and Analytic Geometry and Calculus	15

TOTAL 57

Second Year

English 21, 22—Sophomore English	10
Physical Education	3
History 15—Western Civilization	5
Business Administration 24, 25—Principles of Accounting	10
Economics 21, 24—Principles and Problems	10
Mathematics 19—Mathematics of Finance	5
Physics 14, 15, 16—General Physics	15

TOTAL 58

(6) Liberal Arts

This program is recommended for candidates for the A. B. degree, pre-education, pre-law, pre-ministerial, journalism, and other pre-professional concentrations.

First Year

English 14, 15—Freshman English	10
History 14, 15—Western Civilization	10

Second Year

English 21, 22—Sophomore English	10
Physical Education	3
**Science	10

* Note admission requirements for Mathematics 9 and Mathematics 16 as stated on page 65.

** A student applying for admission to a senior college which does not require the amount indicated of this subject may, with the approval of his adviser, substitute other courses required by the senior institution during his first two years.

Physical Education 11, 12, 13	3	Two of the following courses	10
Laboratory Science	10	History 25—Recent European	
Mathematics 16—College Algebra	5	Political Science 13—Govt. of U.S.	
Mathematics 17—Trigonometry	5	Psychology 21a—Introductory	
*Foreign Language	10	Sociology 20a—Introductory	
		Economics 21—Principles	
		Philosophy 10—Introductory	
		Electives	10
TOTAL	53	TOTAL	43

(7) Mathematics

A course designed for those students who wish to major in mathematics.

First Year

English 14, 15—Freshman English	10
History 14, 15—Western Civilization	10
Physical Education 11, 12, 13	3
Chemistry or Biology	10
Mathematics 16—College Algebra	5
Mathematics 17—Trigonometry	5
Mathematics 20—Analytic Geometry and Calculus	5
TOTAL	48

Second Year

English 21, 22—Sophomore English	10
Physical Education	3
Physics 14, 15, 16	
21, 22, 23	10
Electives	25

TOTAL 48

(8) Medical Technology

This program is designed for those students who wish to obtain their first two years toward a Bachelor of Science degree in Medical Technology. An Associate in Arts degree is awarded upon successful completion of the academic program described below.

First Year

English 14, 15—Freshman English	10
History 14, 15—History of Western Civilization	10
Physical Education 11, 12, 13	3
Biology 14, 15	10
Chemistry 11, 12	10
Mathematics 16	5
TOTAL	48

Second Year

English 21, 22	10
Physical Education	3
Biology 23	6
Chemistry 13	5
Electives	12
French or German	10
Mathematics 17	5
TOTAL	51

(38) Music

English 14, 15—Freshman English	10
History 14, 15—Western Civilization	10
Physical Education	3
Applied Music	6

* A student applying for admission to a senior college which does not require the amount indicated of this subject may, with the approval of his adviser, substitute other courses required by the senior institution during his first two years.

SENIOR COLLEGE PREPARATORY PROGRAMS

35

Music 11—Music Theory	5
Music 12—Music Theory	5
Electives	10

TOTAL 49

(9) Physical Education

First Year

English 14, 15—Freshman English	10
History 14, 15—Western Civilization	10
Physical Education 11, 12, 13	3
Biology 14, 15	10
Home Economics 1n—Nutrition	4
*Mathematics 9 or 16	5
**Electives	6

TOTAL 48

Second Year

English 21, 22—Sophomore English	10
Physical Education	3
Biology 18, 19—Anatomy and Physiology	10
***Physical Education 23—Senior Life Saving and Swimming	2
Physical Education 14—Officiating of Basketball	2
Psychology 21a—Introductory	5
Psychology 21b—Experimental	5
Sociology 21—Marriage & the Family	5
**Electives	6

TOTAL 48

(10) Physics

A course designed for those students who wish to major in Physics.

First Year

English 14, 15—Freshman English	10
History 14, 15—Western Civilization	10
Physical Education 11, 12, 13	3
Chemistry or Biology	10
Mathematics 16—College Algebra	5
Mathematics 17—Trigonometry	5
Mathematics 20—Analytic Geometry and Calculus	5

TOTAL 48

Second Year

English 21, 22—Sophomore English	10
Physical Education	3
Mathematics 21, 22, 23—Calculus	15
Physics 21, 22, 23	18
†Electives	10

TOTAL 56

(11) Pre-Dental

This program is designed for those students who wish to prepare themselves for the study of Dentistry after completing three or more years of academic studies. An Associate in Arts degree is awarded upon successful completion of the academic program described below.

† Electives should include a foreign language, preferably German.

* Note admission requirements for Mathematics 9 and Mathematics 16 as stated on page 65.

** It is recommended that English 28 and Physical Education 20 be taken as elective courses.

*** The student is exempt from this course provided he has a Red Cross Senior Life Saving Certificate.

First Year		Second Year	
English 14, 15—Freshman English	10	English 21 22	10
History 14, 15—Western Civilization	10	Physical Education	3
Physical Education 11, 12, 13	3	Biology 23	6
Biology 14, 15	10	Chemistry 13	5
Chemistry 11, 12	10	French or German	10
Mathematics 16	5	Mathematics 17	5
		Electives	12
TOTAL	48	TOTAL	51

(12) Pre-Medical

This program is designed for those students who wish to prepare themselves for the study of medicine after completing three or more years of academic studies. An Associate in Arts degree is awarded upon completion of the academic program described below.

First Year		Second Year	
English 14, 15—Freshman English	10	English 21 22	10
History 14, 15—Western Civilization	10	Physical Education	3
Physical Education 11, 12, 13	3	Biology 23	6
Biology 14, 15	10	Chemistry 13	5
Chemistry 11, 12	10	French or German	10
Mathematics 16	5	Mathematics 17	5
		Electives	12
TOTAL	48	TOTAL	51

(13) Pre-Nursing

This is a one-year program for those students who wish to obtain their freshman requirements to be transferred to a school of nursing offering a B.S. in Nursing.

English 14, 15	10
History 14, 15	10
Chemistry 11	5
Mathematics 16	5
Physical Education 11, 12, 13	5
Any three of the following:	
English 28	
Political Science 13	
Psychology 21a	
Sociology 20a	15
TOTAL	50

(14) Pre-Optometry

The requirements for admission to the schools and colleges of optometry in the United States are relatively uniform but are not identical. The practice of optometry in all states is regulated by Boards of Ex-

aminers in Optometry. The following concentration will prepare a student for transfer to any school or college of optometry in the United States and Canada .

First Year

English 14, 15—Freshman English	10
History 14, 15—Western Civilization	10
Physical Education 11, 12, 13	3
Biology 14, 15	10
Chemistry 11, 12	10
Mathematics 16, 17	10

TOTAL..... 53

Second Year

English 21, 22—Sophomore English	10
Physical Education	3
Biology 23	6
Mathematics 20	5
Sociology and Psychology	10
Electives	12

TOTAL..... 46

(15) Pre-Pharmacy

This is a one-year concentration for those students who wish to obtain their freshman requirements for entrance to a school of pharmacy. The regional schools of pharmacy require three years minimum in residence at the School of Pharmacy.

English 14, 15—Freshman English	10
History 14, 15—Western Civilization	10
Physical Education 11, 12, 13	3
Biology 16, 17	

or

Biology 18, 19	10
Chemistry 11, 12	10
Mathematics 16	5

TOTAL..... 48

(16) Pre-Veterinary

This is a one-year program for those students who wish to obtain their freshman requirements to be transferred to a senior institution. Some colleges and universities require a veterinary student to begin specializing in his second year. If a student desires a well-rounded foundation for the study of veterinary medicine, it is recommended that he pursue the two year pre-medical program.

English 14, 15—Freshman English	10
History 14, 15—Western Civilization	10
Physical Education 11, 12, 13	3
Biology 14, 15	10
Chemistry 11, 12	10
Mathematics 16, 17	10

TOTAL..... 53

(17) Teaching

The subjects required in the freshman and sophomore years by colleges preparing teachers are general in nature: English, history, mathematics, sciences, social studies and physical education, to mention some of these. The program below enables prospective teachers to

be certified by the State Department of Education as having completed two years of college and entitles the student to the Associate in Arts Degree. Some of the third year requirements can be completed at Armstrong Evening College as extension classes of the University of Georgia.

First Year		Second Year	
English 14, 15	10	Education 21	5
History 14, 15	10	English 21, 22	10
Biological Science	10	Mathematics 9 or 16	5
Physical Ed. 11, 12, 13	3	Physical Education	3
Political Science 13	5	Psychology 21a	5
Art 11 or Music 20	5	*Electives	20
*Electives	5		
TOTAL	48	TOTAL	48

TERMINAL PROGRAMS

An Associate in Business Administration Degree will be conferred upon those students who successfully complete one of the three-year terminal programs in business administration as outlined below.

(18) Business Administration

Accounting

Three Year Terminal

First Year		Second Year	
English 14, 15—Freshman English	10	**English 21, 22	10
History 14, 15—Western Civilization	10	Physical Education	3
Physical Education 11, 12, 13	3	Economics 21, 24—Principles and Problems	10
Natural Science	10	Business Administration 27, 28— Business Law	10
Business Administration 24, 25— Elementary Accounting	10	***Electives	15
Electives	5		
TOTAL	48	TOTAL	48

Third Year

Business Administration 34—Intermediate Accounting	5
Business Administration 36, 37—Income Tax Accounting	10
Business Administration 29—Cost Accounting or Business Administration 35—Intermediate Accounting	5
Economics 30—Personnel Administration	5
Mathematics	5
Electives	15
TOTAL	45

* Students in this curriculum should secure the catalog of the senior college which they plan to attend and plan a program with an adviser.

Recommended electives for elementary teachers include health, geography, economics, Georgia problems (Social Science 4), English 28 and additional science courses.

** English 28 may be substituted for English 22.

*** Students planning to complete the three-year program should substitute 10 hours in accounting for electives.

(20) Business Administration

General

Three-Year Terminal

A student who cannot transfer to a senior college at the end of his second year may get a broader foundation for work as a supervisor or junior executive by completing the program below.

First Year		Second Year	
* English 114, 115—Freshman		English 121, 122—World Literature	
English	10	or English 128—Public Speaking	
History 114, 115—Western		and Business Administration 115—	
Civilization	10	Business Correspondence	10
Natural Science	10	Business Administration 124, 125—	
Economics 121, 124	10	Elementary Accounting	10
Elective	5	Business Administration T-127	
		(E-370)—Business Law	5
		**Business Administration and	
		Economics Electives	10
		Free Electives	10
TOTAL	45	TOTAL	45

Third Year

Student will select with an adviser seven of the following subjects plus two free electives:

Business Administration T-128 (E-371)—Business Law (2nd course)	5
Business Administration T-151—Principles of Transportation	5
Business Administration T-160 (E-351)—Principles of Management	5
Business Administration T-161—Principles of Insurance	5
Business Administration T-162 (E-390)—Real Estate Principles	5
Economics T-125 (E-312)—Elementary Economic Statistics	5
Economics T-126—American Economic History	5
Economics T-127 (E-326)—Money and Banking	5
Economics T-128 (E-360)—Principles of Marketing	5
Economics T-129 (E-386)—Labor Economics	5
Economics T-131 (E-444)—Government and Business	5
Economics T-132 (E-431)—Investments	5

TOTAL

45

(21) Business Administration

Transportation

Three-Year Terminal Program

As a communications center, Savannah offers many opportunities to students trained in traffic and transportation management. A committee of experts from business, industry, the railroads and truck lines,

* Numbers 100 or above are Evening College courses.

** Students planning to complete the three year program should substitute 10 hours in accounting for electives.

in consultation with the evening college staff, proposed the professional classes listed below.

First Year

English 114, 115—Freshman English	10
History 114, 115—Western Civilization	10
Business Administration T-151—Introduction to Transportation	5
Business Administration T-152—Elementary Rates & Tariffs	5
Business Administration T-153—Intermediate Rates & Tariffs	5
Economics 121, 124—Principles and Problems	10

TOTAL..... 45

Second Year

English 121, 122—World Literature or English 128—Public Speaking and Business Administration 115—Business Correspondence	10
Natural Science	10
Business Administration T-154—Advanced Rates & Tariffs	5
Business Administration T-155—Interstate Commerce Law	5
Business Administration T-156—Interstate Commerce Commission and Public Service Commission Procedure	5
Business Administration 124, 125—Elementary Accounting	10

TOTAL..... 45

Third Year

Students will select 5 of the subjects listed under the third year of Business Administration-General plus Business Administration T-127, Business Law. Electives to complete 135 hours total credits.

(19) Business Administration

General

Two-Year Terminal

Many students will not continue their formal education after leaving Armstrong. To these students the college gives the opportunity to select those subjects which have a vocational value. Sufficient general education is included in the core curriculum to make this a well-rounded program.

First Year

English 14, 15—Freshman English	10
History 14, 15—Western Civilization	10
Physical Education 11, 12, 13	3
Natural Science	10
Economics 21, 24—Principles and Problems	10
Electives	5

TOTAL..... 48

Second Year

*English 21, 22—Sophomore English	10
Physical Education	3
Business Administration 24, 25 Accounting	10
Business Administration 27—Business Law	5
Business Administration and Commerce Electives	10
Typing	
Calculator and Comptometer	
Shorthand	
Business Administration—34 Intermediate Acct.	
Business Administration 28—Business Law	
Electives (other)	10

TOTAL..... 48

* English 28 may be substituted for English 22.

(22) Transportation

Fifty-Hour Concentration in Transportation

Students wishing a thorough background in transportation may receive a certificate upon satisfactory completion of the program that follows:

BA T-151—Introduction to Transportation	5
BA T-152—Elementary Rates and Tariffs	5
BA T-153—Intermediate Rates and Tariffs	5
BA T-154—Advanced Rates and Tariffs	5
BA T-155—Interstate Commerce Law	5
BA T-156—Interstate Commerce Commission and Public Service Commission Procedure	5
Economics 121 and 124—Principles and Problems	10
English 114 and 115—Freshman English, or English 128—Public Speaking and BA 115—Business Correspondence	10
TOTAL	50

(23) Business Administration

One-Year Program

A one year program in Business Administration (with emphasis on business courses) for those persons who may not wish to complete the two-year concentration. A certificate will be awarded to those who successfully complete the program.

Business Administration 24, 25, 34	15
Economics 21, 24	10
Business Administration 27	5
English	5
Mathematics	5
Physical Education	3
Elective	5
TOTAL	48

(24) Commerce Secretarial

This program is designed to meet the needs of those students who wish to qualify for secretarial positions in business. If, due to prior training, a student is permitted by the instructor to omit the beginning theory courses in shorthand or typing, the student must choose elective subjects to supplement the total college hours required.

First Year

English 14, 15—Freshman English	10
History 14, 15—Western Civilization	10
Physical Education 11, 12, 13	3
Natural Science	10
Commerce 11 a-b-c—Typing	6
Commerce 12 a-b-c—Shorthand	15

TOTAL 54

Second Year

Business Administration 24—Accounting	5
*English 21, 22	10
Commerce 17—Office Practice	5
Commerce 21 a-b-c—Typing	6
Commerce 22 a-b-c—Shorthand	15
Physical Education	3

TOTAL 44

(25) Commerce Stenographic

A student who has only one year to spend in college may acquire some of the clerical skills which will enable her to secure employment as a stenographer or clerk. Whether or not a student will be placed in beginning theory classes of shorthand or typing will depend upon how much previous training she has had in those subjects; a more advanced standing must be approved by the instructor. A certificate is awarded upon completion of the following program.

Commerce 11 a, b, c—Typing	6
Commerce 12 a, b, c—Shorthand	15
Commerce 17—Office Practice	5
Business Administration 24—Accounting	5
**English 14, 15—Freshman	10
Physical Education 11, 12, 13	3
Elective	5
TOTAL	49

(26) Home Economics

This course is designed to meet the needs of those women who plan to complete their college work at Armstrong. Sufficient electives are allowed to enable the student to select commerce subjects which have a vocational value or cultural subjects for worthy use of leisure time.

First Year

English 14, 15—Freshman English	10
History 14, 15—Western Civilization	10
Physical Education	3
Natural Science	10
Home Economics 10—Orientation: Personal Development	5
Home Economics 11—Clothing	5
Psychology 21—Introductory	5
TOTAL	48

Second Year

English 21, 22—Sophomore English	10
Physical Education	3
Home Economics 21—Home Planning and Decorating	5
Home Economics 24—Family Fundamentals	5
Home Economics 12—Family Meal Planning and Serving	5
Electives	20
TOTAL	48

(27) Human Relations*

The Terminal sequence in Human Relations is designed to start with the student's immediate interests in learning methods of study and aptitude measurement. The next course, on principles and facts about the individual's growth, needs, feelings and learning about the world around him, is followed by a practical application through experiments or by interning in selected community programs where individual development and adjustment may be directly observed. This leads to a

* Students in other concentrations may elect any Psychology or Sociology course in this program without adhering to the above sequence. Prerequisites are necessary in Psychology 21b, Sociology 20b and Psychology 22.

* English 28 may be substituted for English 22.

** English 28 may be substituted for English 15.

study of a person's relationship to his social groups, a study of marriage and family adjustment, principles and facts about the way that our society is organized and finally to a practical study, through local organizations, of needs and resources for human adjustment in our community. A student who completes this sequence should have a basic understanding of himself and others that will improve his effectiveness in his family, his work (whether in the home or employed elsewhere), his social relationships and his responsible participation in community living.

First Year

English 14, 15—Freshman English	10
History 14, 15—Western Civilization	10
Physical Education 11, 12, 13	3
*Mathematics 9 or 16	5
Political Science 13	5
Psychology 20—Applied Psychology	5
Psychology 21a—Introductory	
Psychology	5
Psychology 21b—Experimental	
Psychology	5

TOTAL..... 48

Second Year

English 21, 22—Sophomore English	10
Biology 14, 15—General Zoology	
or	
Biology 16, 17—Human Biology	10
Physical Education	3
Sociology 21—Marriage and	
Family	5
Psychology 22—Social Psychology	5
Sociology 20a—Introductory	
Sociology	5
Sociology 20b—Social Problems	5
Elective	5

TOTAL..... 48

(28) Liberal Arts

A student in the Liberal Arts, Terminal program may select the remainder of his electives from courses offered by the college in order to prepare for a vocation or to pursue a special interest.

First Year

English 14, 15—Freshman English	10
History 14, 15—Western Civilization	10
Physical Education 11, 12, 13	3
Natural Science	10
*Mathematics 9 or 16	5
**Electives	10

TOTAL..... 48

Second Year

English 21, 22—Sophomore	
English	10
Physical Education	3
**Electives	35

TOTAL..... 48

Three Year Program

Some students may wish to continue their studies into the third year.
First Two Years of Liberal Arts.

Third Year

Classical Culture E-301 - E-302	10 hours
History E-351 - E-352	10 hours

* Note admission requirements for Mathematics 9 and Mathematics 16 as stated on page 65.

** A student must elect 20 hours from at least three of the following departments: Foreign Language, Political Science, Economics, Fine Arts, Home Economics, Philosophy, Psychology, Sociology, Mathematics (other than Math. 19).

Philosophy 110

or

Fine Arts E-300

5 hours

Select 20 hours from the following:

20 hours

French, German or Spanish

Two additional laboratory (double)

or

Mathematics Courses

(Both physical and biological sciences will be covered in three-year program.)

English E-303 and E-304

Sociology E-315 and E-360

(29) Medical Technology

This is a two-year program for those students who wish to meet the requirements of the American Society of Clinical Pathologists and who will complete their training at some approved school of Medical Technology. An Associate in Arts degree is awarded upon successful completion of the academic program described below.

Armstrong College is affiliated with the Savannah School for Medical Technologists, which is nationally approved. It is possible for a student to meet all requirements for national registration through these two institutions.

First Year		Second Year	
English 14, 15—Freshman English	10	English 21, 22	10
History 14, 15—History of Western Civilization	10	Physical Education	3
Physical Education 11, 12 and 13	3	Biology 23	6
Mathematics 16	5	Biology 21	5
Biology 14, 15	10	Chemistry 13, 25	12
Chemistry 11, 12	10	Electives	12
TOTAL	48	TOTAL	48

(30) Nursing

Armstrong College offers the following courses in cooperation with the Warren A. Candler School of Nursing. With the permission of the instructor and the approval of the student's adviser, a student not enrolled in the School of Nursing may take any of the following courses:

Biology 18, 19	10
Chemistry 11	5
Sociology 20a	5
Physical Education 11	1
Biology 21	5
Home Economics 1a	4
Psychology 21a	5
TOTAL	35

Technical Institute Programs

Basic Subjects

Required in all Technical Institute Programs

Course descriptions for Technical Institute Programs are listed elsewhere in this Bulletin. A student may register for any of the subjects in the program of his choice as soon as he has met the prerequisites.

English 114	Freshman English	5
GT 114	Technical Mathematics I	5
GT 115	Technical Mathematics II	5
Physics 114	Mechanics	5
Physics 115	Electricity	6
Physics 116	Heat, Sound, Light	5
Engineering 111	Engineering Drawing	3
Psychology 120	Applied Psychology	5
GT 113	Technical Report Writing	3
GT 112 or	Public Speaking	3
English 128	Fundamentals of Speech	5

45 or 47

(39) Building Construction Technology

Building Construction Technology deals with the design, construction and construction supervision of homes, industrial plants, offices, schools and hospitals. The student is taught to design, draw plans and follow through with construction details and methods.

Graduates in this program will be qualified for many positions, including engineering draftsman, general contractor, junior engineer, architectural draftsman and estimator, building inspector, and many others.

Civ. T 121	Elementary Surveying	6
BCT 121	Graphics	7
Civ. T 143	Mechanics of Materials	6
BCT 211	Wood and Steel Construction	6
BCT 212	Concrete Construction	6
Civ. T 211	Structural Drafting I	3
Civ. T 212	Structural Drafting II	3
BCT 222	Building Design I	8
BCT 223	Building Design II	7
BCT 224	Building Design III	7
BCT 142	Construction Materials and Estimates	6
BCT 243	Building Equipment	3
BCT 231	Architectural History	3

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(31) Chemical Technology

The curriculum for Chemical Technology has been designed to meet the needs of the chemical, paper and other related heavy industries for competent and well-trained technicians. The program gives the stu-

dent a working knowledge of the fundamental branches of formal chemistry and chemical engineering.

Industries are placing greater emphasis every year on instrumental methods of analysis which are far more rigid and precise than formal chemical methods. The student completing the curriculum in Chemical Technology will acquire training in the theory and use of these electronic, optical and thermal instruments.

Positions open to graduates are assistant to research personnel, control chemist, assistant to chemical engineers, analyst and pilot plant assistant, as well as many others.

Chemistry 111	General Inorganic	5
Chemistry 112	General Inorganic	5
Chemistry 113	Qualitative Inorganic Analysis	5
Engineering 112	Engineering Drawing	3
Chemistry 125a	Quantitative Inorganic Analysis	4
Chemistry 125b	Quantitative Inorganic Analysis	3
*GT 111	Industrial Safety	1½
*CT 120	Analysis of Variations	3
*CT 121	Experimental Design	3
*CT 160	Material & Energy Balances	5
*CT 162	Elementary Chemical Processes	4
*CT 165	Industrial Chemistry	4
		45½

In addition, the student will select one of the two options listed below.

PULP AND PAPER OPTION

*CT 140	Pulping	4½
*CT 141	Paper Machinery	4½
*CT 142	Paper Testing	3
*CT 143	Pulp Testing	3
*CT 164	Wood Structure and Properties	4
		19

CHEMICAL OPTION

Engineering 113	Engineering Drawing	3
GT 120	Applied Higher Mathematics	5
Mathematics 114	Slide Rule	2
*CT 150	Organic Chemistry	5
*CT 151	Industrial Chemical Analysis	3
		18

(32) Industrial Technology

The curriculum in Industrial Technology is designed to enable the graduate to compete successfully for a variety of supervisory and management positions in manufacturing industries. These positions are in such categories as personnel work, quality control, methods and cost control, and the equipment, planning and production functions. The graduate will also be qualified for many staff positions with transporta-

* These courses will be taught at the plant of the Union Bag-Camp Paper Corporation.

tion, distributing and utility companies, and for the operation of private business.

Economics 121	Principles and Problems of Economics	5
Economics 124	Principles and Problems of Economics	5
Economics T-123	Principles of Marketing	5
Business Adm. 124	Principles of Accounting	5
Engineering 112	Engineering Drawing	3
Engineering 113	Engineering Drawing	3
Chemistry 111	General Inorganic	5
Chemistry 112	General Inorganic	5
*GT 111	Industrial Safety	1½
*IT 120	Manufacturing Processes	3
*IT 121	Production Organization	3
*IT 122	Economic Analysis	3
*IT 123	Production and Cost Control	3
*IT 124	Time and Motion Study	3
*IT 125	Mechanical Methods	2
*IT 126	Advanced Time and Motion Study	3
*IT 127	Data Presentation	3
*IT 128	Personnel Motivation	3

63

(37) Mechanical Technology

This field embraces the manufacture and production of mechanical products and the tools, machines and processes by which they are made. In a broad sense mechanical technology is the creation and utilization of mechanical power, and men with technical institute type of training in this field possess a knowledge that is basic to companies in nearly every line of business throughout the world.

Positions open to mechanical technicians include various kinds of inspection, maintenance men, engineer's assistant, foreman in various fields, production supervisor and junior designer of machines or tools and dies.

Mathematics 114	Slide Rule	2
Chemistry 111	General Inorganic	5
Chemistry 112	General Inorganic	5
Economics 121	Principles and Problems	5
Engineering 112, 113	Engineering Drawing	6
Civ. T 143	Mechanics of Materials	6
*MT 120	Tools and Methods	5
*GT 111	Industrial Safety	1½
*IT 120	Manufacturing Processes	3
*IT 125	Mechanical Methods	2
*MT 122	Machine Shop	5
*MT 123	Metalurgy, Welding, Heat Tr.	6
**MT 126	General Sheet Metal	2
*MT 127	Industrial Electricity	4
*MT 128	Fluid Mechanics	5
*IT 124	Time, Motion Study	3

65½

* These courses will be taught at the plant of the Union Bag-Camp Paper Corporation.

** This class will be conducted at the plant of the Great Dane Trailers, Inc.

(34) Civil Technology

Civil Technology covers one of the broader fields in the Technical Institute Program. The civil technician is a surveyor, a construction man on buildings of all kinds, highways and railroads, hydroelectric projects, locks, dams, tunnel and similar projects. He is trained to handle work in any of these fields with a minimum of supervision.

Civ. T 141	Blueprint Reading	3
BCT. 142	Construction Materials and Estimates	6
Civ. T 121	Elementary Surveying	6
Civ. T 122	Route Surveying	5
Civ. T 131	Highway Construction	3
BCT 211	Wood and Steel Construction	5
BCT 212	Concrete Construction	5
Civ. T 212	Structural Drafting I	3
Civ. T 213	Structural Drafting II	3
Civ. T 224	Topographic and Contour Surveying	4
Civ. T 223	Land Surveys	5
Civ. T 232	Heavy Construction	4
Civ. T 241	Hydraulics	5
Civ. T 242	Water and Sewage Plant Operation	3
Civ. T 143	Mechanics of Materials	6
Civ. T 251	Photogrammetry	2

65

(35) Electrical Technology

The student in Electrical Technology is trained in the fields of electric power generation, transmission, distribution and utilization, as well as the theory and application of electrical and electronic circuits, electrical machinery and industrial control equipment, wiring and illumination.

Graduates of the electrical course are qualified to fill positions as production and maintenance technicians, laboratory and research technicians, electrical draftsmen, powerhouse operators and electrical equipment sales and service personnel.

GT 120	Applied Higher Math.	5
Civ. T 141	Blueprint Reading	3
Elec. T 121	Alternating Current Circuits I	6
Elec. T 122	Alternating Current Circuits II	6
Elec. T 223	Alternating Current Circuits III	4
Elec. T 131	Basic Electronics	6
Elec. T 231	Electrical Drawing	3
Elec. T 232	Industrial Electronics	6
Elec. T 241	Communications Circuits	6
Elec. T 251	Direct Current Machinery	4
Elec. T 252	Alternating Current Machinery I	6
Elec. T 253	Alternating Current Machinery II	5
Elec. T 271	Wiring Methods	4
Elec. T 272	Illumination	3
Elec. T 273	Electric Power Distribution	4

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(36) Electronics and Communication Technology

This course gives the student training in the fields of electrical and electronic circuitry, transmission lines, radiation, wave filters, instrumentation and test equipment, telephony, AM and FM radio, television and radar.

Students completing the electronics course should be able to fill responsible positions as production and maintenance technicians and project and control technicians in the fields of radio, television and radar; electronics laboratory and research technicians and electronic equipment sales and service technicians.

GT 120	Applied Higher Mathematics	5
Elec. T 121	Alternating Current Circuits I	6
Elec. T 122	Alternating Current Circuits II	6
Elec. T 223	Alternating Current Circuits III	4
Civ. T 141	Blueprint Reading	3
Elec. T 131	Basic Electronics	6
Elec. T 232	Industrial Electronics	6
Elec. T 233	Advanced Electronics	4
Elec. T 241	Communications Circuits I	6
Elec. T 242	Communications Circuits II	6
Elec. T 243	Communications Circuits III	4
Elec. T 254	Electrical Machinery	3
Elec. T 261	Communications Technology I	7
Elec. T 262	Communications Technology II	6
Elec. T 263	Television Technology	6

Course Descriptions

General

Armstrong College reserves the right to (1) withdraw any course for which less than ten students register, (2) limit the enrollment in any course or class section, (3) fix the time of meeting of all classes and sections, and (4) offer such additional courses as demand and staff personnel warrant.

No credit will be given in beginning courses in languages where the same or similar courses have been presented for admission from high school.

Where two or more courses are listed under one description, no credit for graduation will be given until the sequence is completed.

Courses which are offered in the day program are assigned a number which is less than 100. All Evening College courses are numbered above 100. In some course descriptions Evening College course numbers appear in parentheses. For example: Biology 16-17 (116-117).

After each course name, there are three numbers in parentheses. The first number listed is the number of hours of lecture; the second, the number of hours of laboratory; and the third, the number of quarter hours of credit the course carries. For example: Human Biology (5-0-5).

Technical institute courses and economics and business administration courses marked with a "T" are terminal courses. The latter do not transfer to the University of Georgia.

The quarters indicating when courses will be taught apply to the day sessions only, not the Evening College.

ART

Art 11—Creative Art (2-6-5). Spring.

Drawing, painting and design principles, with some pertinent background history. Introductory practice in techniques, and application to everyday life needs.

Art 113—Ceramics (5-0-5). Laboratory fee: \$2.00

A beginner's course in the fundamentals of pottery and clay modeling. Various ways of forming clay, decorating, glazing and firing suitable subjects..

Art 114—Ceramics (5-0-5). Laboratory fee: \$2.00.

A continuation of the beginner's course with emphasis on design, using the potter's wheel and understanding the use of glazes. Work may be developed in pottery or clay sculpture.

Biology

Biology 11 (111)—General Botany (3-4-5). Fall. Laboratory fee, \$4.00.

A study of the structure of roots, stems and leaves, basic physiology and ecology of plants. Laboratory work on representative species.

Biology 12 (112)—General Botany (3-4-5). Spring. Laboratory fee \$4.00. Prerequisite: Biology 11.

A study of reproduction, heredity and evolution of seed plants, with studies of representative species of the other major plant groups. Laboratory work includes frequent field trips.

Biology 14 (114)—General Zoology (3-4-5). Fall and Winter. Laboratory fee, \$4.00.

Introduction to animal structures and function and a survey of the invertebrate phyla. Laboratory work on representative species of the basic invertebrate phyla.

Biology 15 (115)—General Zoology (3-4-5). Winter and Spring. Laboratory fee, \$4.00. Prerequisite: Biology 14.

Study of vertebrate structure and function, using selected vertebrate material for laboratory dissection.

Biology 16-17 (116-117)—Human Biology (5-0-5). Winter and Spring. Four lectures and one demonstration period.

A non-laboratory course beginning with a survey of the basic biological principles and continuing with a study of the structure and function of the human body. The second quarter is a continuation of the first and concludes with a study of the principles of genetics and evolution. No credit for graduation is allowed until sequence is completed.

Biology 18-19—Human Anatomy and Physiology (3-4-5). Fall and Winter. Laboratory fee, \$4.00 each quarter.

A two-quarter course considering the gross anatomy, histology and physiology of the organ systems. Laboratory work includes thorough dissection of a typical mammal as well as basic experiments in physiology. Not for pre-medical and pre-dental students.

Biology 20 (120)—General Entomology. (5-0-5). Spring. Prerequisite—One quarter of a laboratory biology. Four lectures and one demonstration period each week.

A study of the structure, biology, classification and control of important and significant insects as applied to man.

Biology 21—Microbiology (3-4-5).—Spring. Laboratory fee, \$5.00. Prerequisites: Ten hours of a biological science with a laboratory and five hours of inorganic chemistry.

An introduction to micro-organisms with primary emphasis on bac-

teria. The morphology, life history and public health importance of representative bacteria, molds, viruses, protozoa and helminthes are considered.

Biology 23—Comparative Vertebrate Anatomy (3 6-6). Fall. Laboratory fee, \$6.00. Prerequisite: Biology 14 and 15.

A study of the anatomy and evolution of the organ systems of the vertebrates. Laboratory work on *Squalus*, *Necturus* and the cat.

Business Administration

Business Administration 24 (124)—*Principles of Accounting, Introductory* (5-0-5). Fall, Winter and Spring.

An introduction to the fundamental principles and procedures of accounting, including a study of the journal, the ledger, working papers, accounting statements, controlling accounts, special journals and the voucher adjustment system.

Business Administration 25 (125)—*Principles of Accounting, Introductory* (5-0-5). Winter and Spring. Prerequisite: Business Administration 24.

An application of accounting principles to certain problems such as the proprietorship, the partnership, the corporation, departmental operations, manufacturing accounts and the analysis of financial statements.

Business Administration 27 (T-127)—*Business Law* (5-0-5) Fall.

Law governing the basic principles applicable to the following subjects. Contracts: offer and acceptance, consideration, performance, rights of third parties and discharge. Agency: creation of an agency, liabilities of principal and agent. Negotiable instruments: elements of negotiability, endorsement and transfer, liabilities of parties, discharge.

Business Administration 28 (T-128)—*Business Law* (5-0-5). Spring.

The law governing the basic legal principles applicable to the following subjects which are of particular interest to those planning to major in accounting. Partnership: formation, powers, liabilities of partners, termination. Corporation: formation, power rights of security holders, types of securities. Sales: vesting of title, warrants, remedies.

Business Administration 29 (T-129)—*Cost Accounting* (5-0-5). Spring. Prerequisite: Business Administration 25 (125).

Methods of determining and distributing costs in manufacturing the order and the process methods.

Business Administration 34 (T-134)—*Principles of Accounting, Intermediate* (5-0-5). Spring. Prerequisite: Business Administration 25.

Basic accounting theory and the solution of problems requiring an application of accounting theory.

Business Administration 35 (135)—Intermediate Accounting (5-0-5). Second course. Prerequisite: Business Administration 34 (134).

A continuation of Business Administration 34 (T 134) emphasizing the theories of valuation of fixed assets and liability accounts, the application of these theories and the interpretation of financial statements prepared on the basis of these theories.

Business Administration 36 (136) — Income Tax Accounting Fall. (5-0-5). Prerequisite: Business Administration 25 (125).

A study of federal income tax laws and the application of these laws to the income tax returns of individuals, partnerships and corporations.

Business Administration 37 (T-137)—Tax Accounting (5-0-5). Prerequisite: Business Administration 36 (136).

A continuation of Business Administration 36 (T-136) with emphasis on corporations and fiduciary returns and social security taxes, gift taxes and estate taxes.

Business Administration 115—Business Correspondence (5-0-5). Fall.

A study of business correspondence, letters, information reports, follow-up sales programs, statistical analysis and inter-office communication. Stress is placed upon the mastery of fundamentals of clear writing.

Business Administration T-116—Report Writing. (5-0-5).

Study and practice of effective English in business letters, technical papers and engineering reports.

Business Administration T-131—Retail Advertising and Sales Promotion (5-0-5). Prerequisite: Economics 124.

A course in retail advertising and sales promotion basically concerned with selling in the retail fields—emphasizing the psychology of advertising as a branch of sales. The course explores the various media and culminates with direct sales approaches. Primarily an advertising course, it can be easily tailored to meet the needs of the average salesman.

Business Administration T-141—Advanced Accounting (5-0-5). Prerequisite: Business Administration 35 (135).

A study of the problems of partnerships, parent and subsidiary accounting, consignments, installment accounting and other specialized accounting problems.

Business Administration T-142—Advanced Accounting (5-0-5).
Prerequisite: Business Administration T-141.

A continuation of Business Administration T-141.

Business Administration T-143—Auditing Theory (5-0-5). Pre-requisite: Business Administration 25 (125).

Principles governing audits and audit procedure and a study of the practical application of accounting knowledge as applied to audit procedures.

Business Administration T-145—C. P. A. Review (5-0-5). Pre-requisite: Advanced Accounting and Auditing.

A review of the interpretation of the federal income tax laws as applied to individuals, partnerships, estates and trusts; also a review of the methods of ascertaining and distributing cost in manufacturing concerns emphasizing the securing of costs under the job order, process and standard methods.

Business Administration T-151—Introduction to Transportation (5-0-5). Fall.

History of transportation; development leading to legislative supervision of railroads; developments leading to Federal regulation of carriers, other than railroads; freight classifications; principles of freight rates and tariffs.

Business Administration T-152—Elementary Rates and Tariffs. (5-0-5). Winter. Prerequisite: Business Administration T-151 or permission of instructor.

Shipping documents and their application; special freight services; freight claims, overcharge and loss and damage; freight tariff circulars; construction and filing of tariffs; terminal facilities and switching; and demurrage.

Business Administration T-153—Intermediate Rates and Tariffs. (5-0-5). Spring. Prerequisite: Business Administration T-152, or permission of instructor.

Reconsignment and diversion; transit privileges; rules governing stopping in transit shipments for partial unloading and to complete loading; weights, weighing, and payment of freight charges; warehousing and distribution; material handling; and packaging.

Business Administration T-154—Advanced Rates and Tariffs. (5-0-5). Fall. Prerequisite: Business Administration T-153, or permission of the instructor.

Through routes and rates; milling in transit; technical tariff and rate interpretation; overcharges and undercharges; loss and damage claims; import and export traffic; and classification committee procedure.

Business Administration T-155—Interstate Commerce Law. (5-0-5). Winter. Prerequisite: Business Administration T-154, or permission of the instructor.

Evolution of Interstate Commerce Act; construction of Interstate Commerce Act; interpretation and application of Interstate Commerce Act; application of penalties under the Interstate Commerce Act; creation and organization of Interstate Commerce Commission; practice before the Interstate Commerce Commission.

Business Administration T-156—Interstate Commerce Commission and Public Service Commission Procedure. (5-0-5). Spring. Prerequisite: Business Administration T-156, or permission of the instructor.

Practice before Interstate Commerce Commission; statutory authority for awarding damages; revision of Commission's decision; general review.

Business Administration T-160—Principles of Management. (5-0-5) Prerequisite: Economics 124.

Designed to prepare students in the fundamentals of all phases of administrative, staff and operative management. Successful management principles and techniques are given for all fields of business which include: business objectives, policies, functions, executive leadership, organization structure and morale, cooperative procedure and control procedure.

Business Administration T-161—Principles of Insurance. (5-0-5). Prerequisite: Economics 124.

A comprehensive treatment of the insurance field: an explanation of the different types of insurance and fundamental underlying principles, the organization of the insurance business and accepted insurance practices.

Business Administration T-162—Real Estate Principles. (5-0-5). Prerequisite: Economics 124.

A consideration of the general principles of property utilization, the law dealing with ownership, transfer of title and liens; the appraisal process, determinants of values, the real estate cycle, management and salesmanship and regulatory legislation..

Chemistry

Chemistry 11 (111)—General Inorganic (4-3-5). Fall. Laboratory fee, \$3.00. Laboratory breakage fee, \$3.00*. Prerequisite: Two years of high school algebra, Mathematics 9, or consent of instructor.

The chemistry of some important metallic and non-metallic elements

* Refundable at the end of each quarter if no items have been lost or broken and all requirements of the laboratory have been complied with.

including a systematic treatment of chemical principles and their applications.

Chemistry 12 (112)—General Inorganic (4-3-5). Winter. Laboratory fee \$3.00. Laboratory breakage fee, \$3.00*. Prerequisite: Chemistry 11.

This course is a continuation of Chemistry 11.

Chemistry 13 (113)—Qualitative Inorganic Analysis (3-6-5). Spring. Laboratory fee, \$5.00. Laboratory breakage fee, \$5.00*. Prerequisite: Chemistry 12.

A study of the fundamental theories of qualitative analysis of common cations and anions by semi-micro methods.

Chemistry 25a (125a)—Quantitative Inorganic Analysis (2-6-4). Winter. Laboratory fee, \$5.00. Laboratory breakage fee, \$5.00.* Prerequisite: Chemistry 13 or approval of the instructor.

A study of the fundamental theories and applications of quantitative analysis involving volumetric and gravimetric methods. No credit is given for this course before completion of Chemistry 25b.

Chemistry 25b (125b)—Quantitative Inorganic Analysis (1-6-3). Spring. Laboratory fee, \$5.00. Laboratory breakage fee, \$5.00* Prerequisite: Chemistry 25a or its equivalent.

This course is a continuation of Chemistry 25a.

Commerce

Commerce 11a—Beginning Typing (0-5-2). Fall and Winter. Laboratory fee, \$3.50.

This course consists of introductory instruction in the technical features and care of the machine, position, fingering, proper technique and mastery of the keyboard.

Commerce 11b—Beginning Typing Continued (0-5-2). Winter and Spring. Laboratory fee, \$3.50.

This course is a continuation of speed development. In addition, instruction in typing letters and setting up simple tabulations is given.

Commerce 11c—Intermediate Typing. (0-5-2). Spring. Laboratory fee, \$3.50. Prerequisite: Commerce 11a-b or equivalent.

A typewriter course in which emphasis is placed on speed building and accuracy. Special typing problems such as business letters, minutes, notices, stencil cutting and carbon copies are stressed.

Commerce 12a-b—Beginning Shorthand (5-0-5). Fall and Winter.

Complete theory of Gregg Shorthand simplified. Reading dictation and transcription from studied material.

* Refundable at the end of each quarter if no items have been lost or broken and all requirements of the laboratory have been complied with.

Commerce 12c—Intermediate Shorthand. (5-0-5). Spring.

Dictation and transcription of new and studied material. Student is required to take dictation at the rate of eighty words a minutes.

Commerce 13a—Burroughs Calculator and Comptometer (0-5-2). Fall. Laboratory fee, \$3.50.

The objective of this course is to build speed and accuracy in the operation of the Burroughs Calculator and Comptometer and a thorough review of business mathematics. This quarter is devoted to the operation of the four fundamentals in arithmetic on the calculator.

Commerce 13b—Burroughs Calculator and Comptometer (0-5-2). Winter. Laboratory fee, \$3.50.

The following business mathematics is reviewed and applied on the machine during this quarter: decimal equivalents, split division, invoicing over the fixing decimal, percentages, discounts and chain discounts, cost, selling and rate of profit.

Commerce 13c—Burroughs Calculator and Comptometer (0-5-2). Spring. Laboratory fee, \$3.50.

The third quarter is a continuation of business problems on the machine. The transactions covered are reciprocals, figuring grain, cipher, divisions, prorating cost and expenses, gross and dozen in invoicing inventories.

Commerce 17—Office Practice (5-0-5). Spring.

Typical business office situations are duplicated as nearly as possible. Practical problems deal with typing, operation of the mimeograph, filing and office courtesy.

Commerce 21a—Advanced Typing (0-5-2). Fall. Laboratory fee, \$3.50. Prerequisite: Commerce 11c or equivalent.

Advanced typing is a course in the acquisition of speed and accuracy including various legal forms and papers, manuscripts and business papers.

Commerce 21b—A continuation of Commerce 21a (0-5-2). Winter. Laboratory fee, \$3.50.

Commerce 21c—A continuation of Commerce 21b (0-5-2). Spring. Laboratory fee, \$3.50. An average of 60 words is attained.

Commerce 22a—Advanced Shorthand (5-0-5). Fall. Prerequisites: Commerce 12a, b, c.

A course in which the principles of Gregg Shorthand are applied in developing skill and accuracy in writing shorthand and in transcribing. The first half year is devoted to dictation of general business material; the second half, to dictation material applying to major vocations.

Commerce 22b—A continuation of Commerce 22a (5-0-5). Winter.

Commerce 22c—A continuation of Commerce 22b (5-0-5). Spring. A speed of 120 words a minute is required.

Commerce 23a—Advanced Calculator and Comptometer (0-5-2). Fall. Laboratory fee, \$3.50.

The next two quarters are devoted to the application of the machine and business mathematics to the following businesses: drugs, hardware, electrical, plumbing, contracting, wholesale paper, pay roll, packing house, creameries and dairies, laundries, steel and iron, department stores, banks, lumber, petroleum, railroads.

Commerce 23b—A continuation of Commerce 23a (0-5-2). Winter. Laboratory fee, \$3.50.

Commerce 23c—Advanced Calculator and Comptometer (0-5-2). Spring. Laboratory fee, \$3.50.

Speed, skill and accuracy in the operation of the machine are stressed in this last period.

Economics

Economics 21 (121)—Principles and Problems of Economics (5-0-5). Fall.

A study of the principles behind the economic institutions of the present time and an examination of some of the economic problems in the modern world.

Economics 24 (124)—Principles and Problems of Economics (5-0-5). Winter. Prerequisite: Economics 21.

A continuation of the study of economic principles and problems begun in Economics 21.

Economics T-125—Elementary Economic Statistics (5-0-5).

An introduction to presentation and analysis of quantitative economic data. Statistical sources, table reading, chart making; elementary statistical procedures and their economic interpretation; introduction to index and time series analysis.

Economics 126—American Economic History (5-0-5).

The growth and development of economic institutions in the United States from the colonial period to the present with major emphasis on the period since 1860. It will deal with agriculture, industry, labor, domestic and foreign commerce, transportation, money and banking, and finance.

Economics T-127—Money and Banking (5-0-5). Prerequisite: Economics 124.

The role of money in the economic organization; monetary theory; methods of stabilizing the price level; the integration of financial in-

stitutions; theory of bank deposits and elasticity of bank currency; discount policy and the interest rate of central banks; methods of regulating credit and business activities.

Economics T-128—Principles of Marketing (5-0-5). Prerequisite: Economics 124.

Principles and methods involved in the movement of goods and services from producers to consumers; marketing functions; marketing manufactured goods, raw materials and agricultural products; proposals for improving the marketing structure.

Economics T-129—Labor Economics (5-0-5). Prerequisite: Economics 124.

An analysis of the background and origin of our modern labor organizations and their remarkable growth in recent years.

Special emphasis is placed on the social and economic aspects of our labor problems including the study of wages, working conditions, unemployment problems, the movement toward shorter hours, workers welfare plans, labor organizations and the outlook for future developments along these lines.

Economics T-130—Personnel Administration (5-0-5). Prerequisites: Elementary Psychology and Economics.

A study of the principles and practices in the field of the administration of human relations and industry. Emphasis is given to scientific techniques and devices in the development of a well-rounded personnel program.

Economics T-131—Government and Business (5-0-5). Prerequisite: Economics 124.

A general survey of the economic aspects of business regulation by the government, with specific reference to regulatory developments and methods in the United States; other activities affecting business in general, as extension of loans and subsidies, maintenance of fact-finding agencies and government owned corporation.

Economics T-132—Investments. (5-0-5). Prerequisite: Economics T-127.

A study of stocks and bonds, market operations, investment mathematics, investment policies and financial statements.

Education

Education 21—Orientation to Teaching (5-0-5). Fall.

For the beginning or prospective teacher, this subject offers a broad understanding of the American spirit in education, the place of the school in society, its growth and changing function as a social institution. The problem and discussion approach is used.

Engineering

Engineering 11 (111)—Engineering Drawing (0-6-3). Fall.

Prerequisite: One year of plane geometry in high school or Mathematics 108.

Topics of study include lettering; the use of the instruments; orthographic projection; auxiliary views; sections and conventions.

Engineering 12 (112)—Engineering Drawing (0-6-3). Winter.

Prerequisite: Engineering 11.

Topics of study include drawing conventions; dimensions; pictorial representation; threads and fastenings; shop processes; technical sketching; working drawings; pencil tracing on paper, reproduction processes.

Engineering 13 (113)—Engineering Drawing (0-6-3). Spring.

Prerequisite: Engineering 12.

Topics of study include technical sketching of piping and fittings; working drawings; ink tracing on cloth; working drawings from assemblies and assemblies from working drawings.

Engineering 19 (119)—Applied Descriptive Geometry (0-6-3).

Spring. Prerequisite: Engineering 12.

Topics of study include the solution of problems involving points, lines, and planes by use of auxiliary views; the solution of problems involving points, lines, and planes by revolution methods; simple intersections; developments of surfaces; an introduction to warped surfaces. Practical applications are emphasized.

English

Students will be assigned to freshman English according to results of tests taken before the beginning of the term.

English 14A—Freshman English (5-0-5). Fall, Winter and Spring.

This course includes theme writing, with emphasis on correct and forceful expression. The student also reads and discusses such works as the *Iliad*, the *Odessey*, and plays by Aeschylus, Sophocles, Euripides, and Aristophanes.

English 14R—Freshman English (4-2-5).

This course will satisfy the requirements for the first quarter of Freshman English. It is devoted to grammar, punctuation, spelling, vocabulary building, study habits, and organizational skills. The laboratory portion of the course is designed to help students who show a deficiency in reading and related skills. The student's reading difficulties will be diagnosed. Good reading techniques will be taught.

English 15A—A continuation of English 14A (5-0-5). Fall, Winter and Spring.

The student reads and discusses selections from such authors as Montaigne, Swift, Dickens and English and American poets. Theme writing is continued with practice in preparing documented papers.

English 15B—A continuation of English 14R (5-0-5). Winter, Spring.

This course is essentially the same as English 15A, but more time is given to correct expression in writing. A documented paper is prepared.

English 21—Sophomore English—World Literature (5-0-5). Fall and Winter.

A study is made of some of the works of Shakespeare, Goethe's *Faust*, and selections from the Bible.

English 22—Sophomore English—World Literature (5-0-5). Winter and Spring.

Selected modern poetry of 19th and 20th Century English and American poets, 20th Century American drama from Eugene O'Neill through Thomas Heggen; also the autobiography of Lincoln Steffens and selected realistic writings from Gogol through Faulkner including Flaubert's *Madame Bovary* are read.

English 24—An Introduction to Poetry (5-0-5). Spring.

A study of the various types and forms of poetry with special emphasis on more recent poetry.

English 25—American Literature (5-0-5). Fall. (Not offered in 1958-59).

A survey of American literature and culture. Each student is asked to select one particular period or area or author for concentration, making reports and writing papers in that phase of the work. The course is primarily conducted by reading and discussion.

English 27—Modern Drama (5-0-5). Fall.

Class reading and discussion of modern plays from Ibsen's "Ghosts" to Miller's "Death of a Salesman." The course is centered on appreciation of drama and improving of oral interpretation through reading selected plays aloud.

English 28 (128)—Fundamentals of Speech (5-0-5). Winter.

Basic principles and practices of speech. The course gives some attention to the physiological make-up of the speech mechanism, phonetics, gesture, articulation, pronunciation, and regional speech differences. However, it consists primarily of practicing the fundamentals of speech through a wide variety of formal, informal, extemporaneous, impromptu, and group participation speech exercises.

English 30—Principles of Theatre Art (5-0-5). Spring.

A study and discussion of the fundamentals involved in the devel-

opment of dramatic art and in the staging methods which have been and are now utilized in producing drama. The course will develop chronologically and will relate directly to historical events and to the changing form and method of writing for the stage.

English 114—Freshman English (5-0-5).

Review of the fundamentals of usage—grammar, diction, punctuation, and sentence structure. Emphasis on effective expression in writing, speaking, reading and on increasing the vocabulary. The student reads a collection of modern essays.

English 115—Freshman English (5-0-5).

The student reads and discusses a novel, a biography (Mark Twain), several plays (Pygmalion, Death of a Salesman), selected short stories and poems. Theme writing and grammar review are continued.

English 121—Sophomore English (5-0-5). This course is the same as that described under the title English 21.

English 122—Sophomore English (5-0-5).

Literature of the last hundred years with historical background; short stories from the Realistic writers—Dickens, Mark Twain, Zola, Tolstoi; plays—Ibsen, Chekhov, Gorky, Stringberg; poems—Tennyson, Browning, Hardy, Verlaine, T. S. Eliot; selections from the works on scientific, philosophical and political writers of the period.

French

French 11-12 (111-112)—Elementary French (5-0-5). Fall and Winter.

A course for beginners. The spoken language is studied as well as grammar and reading. No credit for graduation will be given until the sequence is completed.

French 21 (121)—Intermediate French (5-0-5). Spring. Prerequisite: Two quarters of college French or two years of high school French.

Review grammar, oral practice, reading of selected texts.

French 22 (122)—Intermediate French, continued (5-0-5). Winter. Prerequisite: Three quarters of college French or three years of high school French.

Further reading of texts, oral and composition practice.

French 24—French Classical Drama (5-0-5). Spring. Prerequisite: French 22.

Selected plays of Corneille, Moliere and Racine.

Geography

Geography 111—World Human Geography (5-0-5).

A survey of world human geography, emphasizing population characteristics, topographic features, distribution of economic activities and geo-political problems within the major geographical regions. Consideration of adequacy of resources to support expanding world populations.

German

German 11-12 (111-112)—Beginning German (5-0-5). Fall and Winter.

Drill upon pronunciation and elements of grammar, conversation, and the training of the ear as well as the eye. German is used as much as practicable in the classroom instruction. The idiomatic use of the language will be studied; reading of texts and translations, conversation, dictation, and dialogues.

No credit for graduation is allowed until sequence is completed.

German 21 (121)—Intermediate German (5-0-5). Spring.

Grammar review and comparative grammar studied with the view of enabling students to write compositions. Short stories, life situations in Germany. German magazines, memorization of famous German songs. Conversation and dialogues.

Health

Health 111—Personal and Community Health Problems (5-0-5).

This course considers the meaning of health and factors influencing health behavior; health problems as related to the individual; overview of world, national, state and local health problems; community health organizations; mobilizing and evaluating community health resources. The legal aspects in community health and the laws governing reportable diseases is given special attention.

History

History 14 (114)—An Historical Introduction to Contemporary Civilization (5-0-5). Fall, Winter, and Spring.

This course comprises a chronological survey of the main currents of political, social, religious and philosophical activity in Western Civilization from the period of the sixth century in Greece to the present time.

History 15 (115)—A continuation of History 14 (5-0-5). Winter and Spring.

In addition to a chronological treatment of events studied in the above courses, the dynamics of Western Civilization are studied in works of the following authors: Plato, Dante, Machiavelli, Descartes, Locke, Jefferson, Rousseau, Adam Smith, Malthus, Marx and others.

History 24—History of England (5-0-5). Winter.

A study of English political and social institutions from early times to the present with special emphasis given to developments since the Tudor period.

History 25 (125)—Recent European History (5-0-5). Fall.

This course is designed to provide an opportunity for detailed study of major national and international developments in European affairs from about 1870 to the present time. Special emphasis is devoted to the first World War and new developments in Europe following that war and the complex of world events which preceded the Second World War.

History 26 (126)—Recent American History (5-0-5). Winter.

This course has as its purpose the examination of the most important events and movements, political, social and cultural, in American life from about 1865 to the present time.

Home Economics

Home Economics 1n—Nutrition and Food Preparation (3-2-4). Winter. Laboratory fee, \$4.00.

The requirements of different individuals for energy, protein, minerals and vitamins; foods as a source of daily requirements, and the relation of food and the state of nutrition of an individual to physical fitness.

Home Economics 10—Orientations: Careers and Personal Development (5-0-5). Fall.

The many opportunities available in the field, such as food specialists, nutrition experts, nursery school teachers, marriage counselors and others will be discussed. Professional experts in these fields will visit the class to show the many vocations dealing with the home.

How to be more attractive through personal grooming and what is appropriate in manners and dress on various social occasions are emphasized.

Home Economics 11 (111)—Elementary Clothing (2-6-5). Winter.

Wardrobe planning and selection related to simple problems involving fundamental garment construction processes; care of clothing, including repair.

Home Economics 12—Foods (3-4-5). Spring. Laboratory fee, \$7.00.

Introductory course in food preparation, and serving of nutritious and palatable meals for the family.

Home Economics 21—Home Furnishings (4-2-5). Winter. Laboratory fee, \$2.50.

The interior and exterior planning of the home is studied. Emphasis is placed on style of furniture, color and decoration fabrics used in the home.

Home Economics 23—Clothing for the Family (2-6-5). Spring. Laboratory fee, \$2.00.

Planning the family wardrobe problems. Construction of garments for family member.

Practical application of elementary textile study to the selection and use of clothing for the family.

Home Economics 24—Family Fundamentals (5-0-5). Fall.

A course in the family with the problems that one faces in the preparation for children and the adjustment to these children.

Home Economics 132. Nutrition Education for Teachers.

A study of the diet habits of Georgia school children and the relation of nutrition to health. Emphasis is placed on how teachers can enrich school and community programs and improve the health of school children through nutrition education. (Not offered in 1958-59).

Mathematics

Mathematics 8 (108)—*Plane Geometry* (5-0-5).

Topics of study include rectilinear figures, congruent triangles, the circle, similar figures and polygons.

(Students will not receive college credit for this course if they have completed one unit of high school credit in geometry.) (Not offered in day school in 1958-1959).

Mathematics 9 (109)—*Intermediate Algebra* (5-0-5). Fall and Spring.

This course includes a study of fractions, signed numbers, linear and quadratic equations, ratio, proportion, variation and graphs.

(Students will not receive college credit for this course if they have completed two units of high school credit in algebra.)

Mathematics 16 (116)—*College Algebra* (5-0-5). Fall and Winter. Prerequisite: Two units of high school algebra or Mathematics 9.

The course consists of functions and graphs, logarithms, linear and quadratic equations, the binomial theorem, complex numbers and the elementary theory of equations.

Mathematics 17 (117) — Trigonometry (5-0-5). Winter and Spring. Prerequisite: Mathematics 16.

A course covering the solution of the right and general triangle, the solution of trigonometric equations, proof of trigonometric identities, graphs of trigonometric functions, and inverse trigonometric functions.

Mathematics 19 (119) — Mathematics of Finance (5-0-5). Spring. Prerequisite: Mathematics 16.

This course gives that background necessary for dealing with problems found in banking, real estate, financing, and accounting; the operation of the compound-interest law in business; simple problems concerning bonds, sinking funds, valuation of properties and annuities. Practical problems in these fields will be emphasized. The necessary aids and short cuts and use of tables and logarithms will be studied.

Mathematics 20 (120) — Analytic Geometry and Calculus (5-0-5). Spring. Prerequisite: Mathematics 17.

Analytic geometry of the point and the line, graphs of functions, limits, differentiation of algebraic functions and some applications of derivatives.

Mathematics 21 (121) — Calculus (5-0-5). Fall. Prerequisite: Mathematics 20.

This course includes the differentiation and integration of polynomials, problems in maxima and minima, approximations by differentials, areas, volumes, centroids, moment of inertia and work.

Mathematics 22 (122) — Calculus (5-0-5). Winter.

Prerequisite: Mathematics 21.

A continuation of Mathematics 21. This course includes differentiation of transcendental functions with application to rates, velocity and acceleration, curvature and Newton's Method. It also includes formulas and methods of integration.

Mathematics 23 (123) — Calculus (5-0-5). Spring.

Prerequisite: Mathematics 22.

A continuation of Mathematics 22. This course includes Simpson's rule, indeterminate forms, series, hyperbolic functions, partial derivatives and multiple integrals.

Mathematics 114 — The Slide Rule (1-2-2).

An intensive study and practice in the use of all scales including the solutions of problems using the trigonometric scales.

Music

Music 11 — Elementary Theory and Sight Reading (5-0-5). Fall.

A course designed to teach the student to read music at sight and

to understand the fundamental principles of music theory. Melodic dictation, melody writing and an introduction to elementary harmony are included.

Music 12—Theory and Harmony (5-0-5). Winter. Prerequisite: Music 11.

A continuation of Music 11, with emphasis on harmony, harmonic dictation, four-part harmonic writing.

Music 20—Music Appreciation (5-0-5). Spring.

A course designed to help the student understand and enjoy fine music. Analysis of form, style and mediums of musical expression from the great periods of musical art. Lectures, discussions and recorded sessions comprise the course.

Music 125—Appreciation of Music (2-0-2).

A course designed for the musically untrained who wish an intelligent understanding of the art of music. Lectures, discussions and recorded listening sessions comprise the course.

Applied Music Courses

Applied music courses consist of private instruction in voice or an instrument. Two hours credit is received per quarter with six hours credit possible per year. A special applied music fee is charged for these courses as indicated under the course description.

No practice facilities are available at the college. The student must have access to private practice facilities in order to enroll for applied music courses.

Music 16 a,b,c—Woodwind Instrument. 2 hours credit per quarter. One one-hour private lesson per week. Special fee \$48.00.

Music 17 a,b,c—Violin. 2 hours credit per quarter.
One one-hour private lesson per week. Special fee \$48.00.

Music 18 a,b,c—Piano. 2 hours credit per quarter.
One one-hour private lesson per week. Special fee \$45.00.

Music 19 a,b,c—Voice. 2 hours credit per quarter.
One one-hour private lesson per week. Special fee \$45.00.

Music 21 a,b,c—Violin. 2 hours credit per quarter.
A continuation of Music 17c. Special fee \$48.00.

Music 22 a,b,c—Piano. 2 hours credit per quarter.
A continuation of Music 18c. Special fee \$45.00.

Music 23 a,b,c—Voice. 2 hours credit per quarter.
A continuation of Music 19c. Special fee \$45.00.

Music 24 a,b,c—Woodwind Instrument. 2 hours credit per quarter.
A continuation of Music 16c. Special fee \$48.00.

Philosophy

Philosophy 10 (110)—Introduction to Philosophy (5-0-5).

The fundamentals of philosophy, the meaning and function of philosophy, the vocabulary and problems of philosophy, and the relation of philosophy to art, science and religion. Includes a survey of the basic issues and major types in philosophy, and shows their sources in experience, history and representative thinkers.

Philosophy 22—Honors Seminar (5-0-5).

The Honors Seminar will study some aspects of the nature of man in the natural world. The aim of the seminar will be to integrate what has been approached as specialization in the general curriculum. Instructors from the natural sciences, the humanities and the social sciences will serve as discussion leaders.

This course is open by invitation to sophomores placed on the Permanent Dean's List at the end of their freshman year and to other sophomores who are recommended by their advisors.

Physical Education

Physical Education 11—Conditioning Course (0-3-1). Fall.

Consists of calisthenics, stunts and tumbling, lifts and carries, road work, dual combatives, and simple games.

Physical Education 12—Team Sports (0-3-1). Winter.

Consists of basketball, soccer, speedball and volleyball.

Physical Education 13—Elementary Swimming (0-3-1). Spring.

Physical Education 14—Officiating of Basketball (1-3-2). Winter.

Prerequisite: P. E. 12 or equivalent.

Consists of a study of rules interpretation and actual experience in coaching and officiating in class and intramural games. Elective credit, except when substituted for P. E. 12.

Physical Education 20—First Aid and Safety Education (4-0-3). Winter. Elective Credit.

The American Red Cross standard course in first aid is followed by a broad consideration of the opportunities for safety teaching in the school program.

Physical Education 21—Elementary Tennis (0-3-1). Fall.

Physical Education 23—Senior Life Saving and Instructors' Course in Swimming (2-3-2). Spring.

May be substituted for Physical Education 13.

Physical Education 25—Folk Rhythms (0-3-1). Spring.

Physical Education 26—Modern Dance for Women (0-3-1). Winter.

Physical Education 27—Tap Dance for Beginners (0-3-1). Winter.

Physical Education 28—Adult Recreative Sports (0-3-1). Spring.

Consists of passive, semi-active and active games and sports which have carry-over value for later life.

Physical Education 31—Wrestling for Men (0-3-1). Winter.

Physical Science

Physical Science 11 (111) (5-0-5). Fall. No prerequisite.

A study of the scientific method and its use in man's solutions of his physical environment and the nature of things about him, the "whys" and "wherefores" or the correlation of the physical universe. The student learns the fundamentals of physics and chemistry and acquires familiarity with their basic formulas and principles. He learns the similarity of the application of principles involving small particles to larger or planetary particles.

Physical Science 12 (112) (5-0-5). Winter.

Prerequisite: Physical Science 11.

A continuation of Physical Science 11. In this course emphasis is placed on the study of the principles of inorganic and organic chemistry with some examples of the application of chemistry in household, industry, medicine, biology, geology, etc. Here the knowledge of the structure of the fundamental particles of matter (atoms and molecules) is used in the study of the classification of the simple components of matter (elements) and the changes which they undergo to form more complex substances (compounds).

Physics

Physics 14 (114)—General Physics—Mechanics. (4-2-5). Fall.

Laboratory fee, \$2.50. Prerequisite: Mathematics 16 and 17 or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of mechanics. Force and motion, work and power, energy, torque, and properties of gases are included.

Physics 15 (115)—General Physics—Electricity. (4-2-5). Winter.

Laboratory fee, \$2.50. Prerequisite: Physics 14 or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of magnetism, electric circuits, electric energy and power, electromagnetic induction, and principles of alternating current.

Physics 16 (116)—General Physics—Heat, Sound, and Light. (4-2-5). Spring. Laboratory fee, \$2.50. Prerequisite: Physics 14 and 15 or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of heat, sound and light. Under heat will be studied temperature measurement, thermal expansion, heat quantities, heat transfer, and thermodynamics. The study of sound includes wave motion, sound waves, and acoustics. Light includes reflection, refraction, spectra, color, and optics.

Physics 21 (121)—Mechanics (5-3-6). Fall. Laboratory fee: \$3.00. Prerequisite: Mathematics 20 or 21, or concurrent.

Physics 21, 22 and 23 together constitute a thorough course in basic physics for engineers. The five hours of class include one or two demonstration lectures per week. The solution of a large number of problems is required and the course includes application of the elements of calculus.

The laboratory work is designed to give practice in the art of making precise measurements, proficiency in the manipulation of apparatus and added familiarity with some of the concepts of physics. The theory of errors is stressed enough to give students the ability to decide under what conditions the greater expense of work precise measurements is justified.

Physics 21 is an intensive course in mechanics. It includes the study of statics, kinetics, frictions, work, power, energy, machines, elasticity, hydrostatics, hydraulics and the mechanics of gases.

Physics 22 (122)—Electricity (5-3-6). Winter. Laboratory fee: \$3.00. Prerequisite: Physics 21 and/or those math requirements for Physics 21.

Physics 22 is an intensive course in electricity. It includes the study of magnetism, static electricity, electric circuits, electric energy, and power, electromagnetic induction and the principles governing AC circuits as well as a study of some electrical instruments.

Physics 23 (123)—Heat, Sound and Light (5-3-6). Spring. Laboratory fee: \$3.00. Prerequisites: Physics 21 and 22 and/or those mathematics requirements for Physics 21.

Physics 23 is an intensive course in heat, sound and light. It includes the study of heat, sound, light and atomic physics. Laboratory exercises include temperature measurement, thermal expansion, heat qualities, heat transfer, thermodynamics, wave motion, sound waves, resonance, acoustics, reflection and refraction of light, the quantum theory, spectra and color, optics, and some optical instruments.

Political Science

Political Science 12 (112)—The Governments of Foreign Powers (5-0-5).

A study is made of the leading modern political theories, and attention is paid to the structure and powers of the major foreign governments. (Not offered in day session 1958-59).

Political Science 13 (113).—Government of the United States (5-0-5). Fall, Winter and Spring.

A study is made of the structure, theory, and workings of the national government in the United States and some of the major problems of the state and local government. The course shows how developmental practice has created our government as it stands today.

Psychology

Psychology 20 (120)—Applied Psychology (5-0-5). Fall.

This course is an orientation into college and into the choice of a career. The objective aids developed in the field of psychology will be used to discover effective ways of learning in general, and of studying in the college setting. Methods of objective measurement of a person's intelligence, interests, special aptitudes and personality traits will be explored and demonstrated. These will be applied to problems of educational, vocational, and special interest training. For persons already in employment, special problems of personnel management and production output may be studied by modern psychological principles and techniques. Insofar as possible each student will have an opportunity to develop projects in the fields that will be useful in his own plans for education and career.

Psychology 21a (121a)—Introductory Psychology (5-0-5). Fall and Winter.

This course introduces the student to how the basic psychological processes operate and affect the behavior of the individual. Facts about patterns of growth from birth to maturity, learning to observe and deal objectively with the real world, having motivation, emotions, conflict and frustration are explored and applied to the student's present daily experience. Special study is given to unconscious influences on behavior in the study of mechanisms of defense and ways of directing these processes into more realistic and creative use of one's feelings, understandings and actions. By the end of the course the student is expected to be able to see these processes at work in a given example of behavior and to begin to see the interaction of all these processes in a given act or experience. In the seminar type of class discussion the focus is on one of these topics at a time. The discussion objective is for each student, after study, to share his concept of the topic or some

phase of it, link it with the information in the text, and test it against his own experiences.

Psychology 21b (121b)—Experimental Psychology (5-0-5). Spring. Prerequisite: Psychology 21a (121a).

In this course the principles explained in Psychology 21a will be tested and explored by special projects and experimentation. Each student will select from a choice of topics introduced in 21a at least one systematic experiment and one live project, develop his plan of procedure, carry out his study according to approved objective methods and prepare a satisfactory written report. Class time will be used for group consultation in order that each member will follow the work of each other student and for use of class guidance and criticism. Topics suitable for a special study project include aspects of child development or special behavior aspects of children, maturation, emotions, conflict, frustrations, mechanisms of defense, sensory processes, perception, learning, remembering, thinking, personality adjustment.

Psychology 22 (122)—Social Psychology (5-0-5). Fall. Prerequisite: Psychology 21a (121a).

This course centers on a study of the individual's interaction with his social groups (family, friendship groups, clubs, church groups, community groups). Forces of need, emotion and interests that bind the individual to his groups and the dynamic forces of group interaction are analyzed. The live laboratory of the class itself is used for experiencing the processes of communication and interaction in a group setting. Special topics of attitude formation, leadership, group conflicts, social stratification, mass communication, propaganda, public opinion formation and methods of changing group patterns are studied by consulting the reports of responsible studies and by group projects.

Social Science

Social Science 104—Contemporary Georgia (5-0-5).

A study of current economic and social statistics as pertaining to agriculture, industry and commerce; population trends and governmental organizations and problems.

Sociology

Sociology 20a (120a)—Introductory Sociology (5-0-5). Winter.

Sociology is the objective study of the interrelationships of people as they interact with each other. This course presents information which has been gathered by systematic and scientific studies of human society. Material is drawn from Social Psychology on how an individual is "socialized" to interact with other people within his culture. This leads to some objective study of population patterns and the

special distribution of people, occupational patterns of human communities, traits and characteristics of culture groups, typical features of group behavior and of the effect of mass communication on public opinion. Looking at mankind as a whole, his institutions of family, religion, economic behavior and political behavior are studied as stable patterns for meeting basic human needs, and as infinitely varied patterns adapted to the needs of different human groups. This introduction to sociology is successful if it leads the student into a more informed identification with wider segments of the human family and if he gains knowledge of objective methods for fact-gathering in his efforts to understand his human environment.

Sociology 20b (120b)—Social Problems (5-0-5). Spring. Prerequisite: Sociology 20a (120a.)

In this course the principles explored in Sociology will be explored in planned projects of social research, supervised participation and/or analysis of local community resources. These will take form in accordance with student interest and actual cooperative resources of community organizations and personnel. Suggested areas of study are the fields of health (physical and mental), poverty, employment, education, government, crime (juvenile and adult), dependent children, housing, recreation, resources for the aged and others that reveal community problems or programs. Class time will be used for group consultation in order that each member will follow the work of each other student and for use of class guidance and criticism. At the end of the course a practical analysis will be made of how social change takes place in a community, with attention to the implications for change in national and international communities. For those who elect the Human Relations Concentration, a special seminar will be held at the end of this course for evaluating the students' experience in the whole Human Relations sequence.

Sociology 21 (121)—Marriage and the Family. (5-0-5). Winter

This course first introduces the student to the basic uniformities yet infinite varieties of human families. He selects for studying the family pattern in a *culture different from his own*, and then studies the impact of *our own culture* as it influences the roles and interactions of a typical family. This should give some sociological understanding of the family as a cultural institution. The rest of the course focuses on the individual within our culture growing and learning to love in a mature marital union. The early childhood learnings which affect basic attitudes toward parents, authority, the giving and receiving of love, and anger are presented from the findings of analytic psychology. Then each stage in the preparation for marriage is discussed: dating, courting, engagement, marriage, adjustment to money, sex, religion, in-laws, friends and children. Some practical studies of budget, house planning,

settling differences, using help, etc. are worked out as projects. A prominent physician is guest lecturer on specialized information affecting the physical adjustment to marriage and parenthood. Through the process of free discussions in the group, the students begin to experience the "give and take" that grows into honesty and mutual respect. The experience of this process is used as a way of learning the reciprocal interaction that is basic to mature love of another person.

Spanish

Spanish 111-112—Elementary (5-0-5).

These courses are for the purpose of providing the student with the elements of Spanish reading, composition and conversation. No credit for graduation will be given until sequence is completed.

Spanish 121—Intermediate (5-0-5).

Prerequisite: Two quarters of college Spanish or two years of high school Spanish.

This course gives the student an opportunity to review the elements of Spanish grammar, conversation and readings.

Spanish 122—Intermediate (5-0-5).

Prerequisite: Spanish 121.

Continuation of Spanish 121.

Spanish 123—Survey of Spanish-American Literature (5-0-5).

Prerequisite: Spanish 122.

Outline of Spanish-American Literature and critical appreciation.

TECHNICAL INSTITUTE PROGRAMS

Courses are designated as follows:

GT—General Technology for courses which are common to several concentrations.

CT—Chemical Technology.

IT—Industrial Technology.

BCT—Building Construction Technology.

Elec. T—Electrical and Electronic Technology.

Civ. T—Civil Technology.

MT—Mechanical Technology.

General Technology

**GT 111—Industrial Safety* (1½-0-1½).

A basic study of industrial accident prevention considering the nature and extent of the accident problem. A practical study is given the technique for control of industrial hazards together with the fundamentals of good organization.

**GT 112—Public Speaking.* (3-0-3). Prerequisite: English 114 or the equivalent.

Study and practice in the fundamentals of public speaking. The subject includes training in selecting a subject, obtaining and organizing material, and presenting speeches effectively. Each student makes several speeches before an audience.

**GT 113—Technical Report Writing* (3-0-3). Prerequisite: 114 or the equivalent.

Study of the fundamentals of technical writing style and mechanics with practice in preparing reports of various types most likely to be used on the job by technicians.

Technical Mathematics

These courses are specifically designed for students who intend eventually to enter some field of technology. Special emphasis has been placed on the applications of mathematical principles to a wide range of specific engineering situations.

GT 114—Technical Mathematics I (5-0-5).

This course covers the slide rule, a review of arithmetic and geometry, basic algebra, analytic geometry, more advanced algebra, and logarithms.

GT 115—Technical Mathematics II. Prerequisite: GT 114.

This course consists of an introduction to analytical trigonometry, numerical trigonometry of the right triangle, oblique triangles and applications of numerical trigonometry, and vector algebra.

GT 120—Applied Higher Mathematics. (5-0-5). Prerequisite: GT 115.

An application of mathematics to problems ordinarily not solvable by algebra or trigonometry. The subject consists mainly of an introduction to the more elementary principles and concepts of calculus.

* Classes to be conducted at the plant of the Union Bag-Camp Paper Corporation.

The application of the calculus is directed toward problems pertinent to the student's major field of study.

GT 121—Applied Higher Mathematics (5-0-5).

A continuation of GT 120.

Chemical Technology

**CT 120—Analysis of Variations. (3-0-3).* Prerequisite: Mathematics 116.

An introduction to the application of recognized data analysis to technical problems. Instruction is given in the graphic presentation of engineering data for maximum effect. Emphasis is placed on determination of data variance and comparison of two or more groups of data for significant differences.

**CT 121—Experimental Design. (3-0-3).* Prerequisite: CT 120.

Advanced statistical work, including problems in the determination of the proper procedure to be followed in gaining maximum information from given data. A study of experimental methods designed to produce adequate result data at a minimum expenditure of time and money.

**CT 140—Pulping (4½-0-4½).* Prerequisite: Chemistry 111, 112.

A brief summary of all commercial pulping processes in use, including a study of wood species, chemicals used, cooking conditions, characteristics of pulp, and recovery processes. Also included is a thorough study of pulping processes now in widespread use in the South, with emphasis on the sulphate pulping of pine.

**CT 141—Paper Machinery. (4½-0-4½).* Prerequisite: CT 140.

The study of the function and operation of the various machines used for the conversion of pulp to the finished product, including the component parts and associated equipment of the fourdrinier machine. A survey of the leading types of machines used in the further processing of paper and paperboard for the production of bags, boxes and similar products.

**CT 142—Paper Testing (1-4-3).* Prerequisite: CT 140.

A study of the physical properties of paper and paperboard, with emphasis on the characteristics commonly tested. Details of the construction, principle and operation of testing equipment are studied.

**CT 143—Pulp Testing (1-4-3).* Prerequisite: CT 140.

A comprehensive review of standard mill and laboratory pulp testing equipment and procedures. The interrelationships of different pulp properties are studied, together with the theoretical and practical

considerations of permanganate number and other measures of the degree of pulping.

**CT 150—Organic Chemistry (5-0-5).*

Prerequisites: Mathematics 117 and Chemistry 25b.

A classroom survey of the types of organic compounds, their names and structures, preparation, properties and reactions, including electronic mechanisms involved in the reactions.

**CT 151—Industrial Chemical Analysis (3-0-3).* Prerequisite: Chemistry 25b.

The application of chemical principles to industrial processes of water treatment, paper manufacture, waste disposal, acid manufacture and various other related processes in the paper industry.

**CT 160—Material and Energy Balances (5-0-5).* Prerequisites: Mathematics 116, or GT 114, Chemistry 111, 112, Physics 114, 115, 116.

A study of the basic principles of physical chemistry and the application of these principles in the solution of industrial problems. Much attention is given to the laws of thermodynamics and kinetics and the intergration of these laws into process design procedures.

**CT 162—Elementary Chemical Process. (4-0-4).* Prerequisites: Chemistry 25b, CT 160.

A study of the transformation of energy and heat transfer, evaporation, distillation, drying, and flow of fluids.

**CT 164—Woodstructures and Properties. (3-2-4).* Prerequisites: Chemistry 111, 112, Physics 114, 115, 116.

A course covering the basic process of the formation of wood fibers in the living plant and the changes which occur during and after the life of the plant. A resume of physical and chemical characteristics of southern woods, and the means by which these characteristics may be controlled or altered.

**CT 165—Industrial Chemistry. 4-0-4).* Prerequisite: Chemistry 112.

The course covers fundamental chemical processes and reactions used in the manufacturing of a large variety of chemical compounds. It also gives a general view of the problems of the chemical industry.

Industrial Technology

**IT 120—Manufacturing Processes (3-0-3).* Prerequisites: Mathematics 116, or GT 114, Physics 114.

This course is designed to familiarize the student with machine tools and basic manufacturing operations.

* Classes to be conducted at the plant of the Union Bag-Camp Paper Corporation.

*IT 121—*Production Organization* (3-0-3). Prerequisites: Economics 121-124, and IT 120 or approval of the instructor.

Problems in planning for production budgeting, plant location, machinery and equipment selection, building and service selection, maintenance planning, plant layout, materials handling, storekeeping planning, personnel organization, employee selection and training.

*IT 122—*Economic Analysis* (3-0-3). Prerequisites: Business Administration 124 and IT 121 or approval of the instructor.

Problems in economic, financial and intangible analysis. A study is made of the technique of making a decision among alternatives on the basis of comparative cost and suitability. A study of quality control methods is included.

*IT 123—*Production and Cost Control* (3-0-3). Prerequisites: Business Administration 124 and IT 121 or approval of the instructor.

Problems in factory operation, including scheduling, planning and detailed control of production, as well as the analysis and control of costs of manufacturing.

*IT 124—*Time and Motion Study* (3-0-3). Prerequisites: IT 121 or approval of the instructor.

The study of working procedures to determine the best method, the best human motions and the time standard or measure of human efficiency.

*IT 125—*Mechanical Methods* (0-4-2). Prerequisites: Engineering 113, Mathematics 117 or GT 115, IT 124 and Physics 112.

The course is designed to familiarize the student with machine mechanisms and jig and fixture design, including actual designing of simple machines, jigs and fixtures.

*IT 126—*Advanced Time and Motion Study* (3-0-3). Prerequisite: IT 124 or approval of the instructor.

A continuation of IT 124 designed for students specializing in this field.

*IT 127—*Data Presentation* (3-0-3). Prerequisite: IT 124 or approval of the instructor.

Problems in graphical and numerical analysis of data. Problems in presenting data in the most efficient and least costly form in terms of time required for use. Simple graphs and charts, alignment charts, families of curves and multi-variable charts.

* Classes to be conducted at the plant of the Union Bag-Camp Paper Corporation.

**IT 128—Personnel Motivation (3-0-3).* Prerequisite: Psychology 120.

The course gives primary consideration to human factors in the design, approval and installation of personnel practices, procedures and systems. The case study method is used.

Mechanical Technology

**MT 120—Tools and Methods (5-0-5).* Prerequisite: Physics 114.

An introduction to the field of metal work and industrial manufacturing. Possibilities and limitations of various machine tools are developed. The characteristics of different materials are covered as well as their adaptability to the various processes. Each process is covered from a technical viewpoint. Correct terms are introduced so that the student will be able to use the language of the engineer or technician.

**MT 122—Machine Shop (3-4-5).* Prerequisites: Mathematics 117 or GT 115 and Civ. T 141.

Fundamental machine operations of drilling, reaming, turning between centers, chuck work, thread cutting, shaper work, layout and finishing. Special attention will be given to cutting speeds, tool and drill grinding and machine upkeep.

**MT 123—Welding, Metallurgy and Heat Treating (4-4-6).* Prerequisites: Physics 114, Chemistry 112 and Civ. T 143.

Fundamentals of metallurgy and heat treating, including a survey of arc and acetylene welding. Emphasis is placed on material properties and the effect which alloying elements and/or heat treatment has on them.

***MT 126—General Sheet Metal (1-2-3).* Prerequisite: MT 122.

Shop problems, including layouts and methods of fabrication of sheet metal.

**MT 127—Industrial Electricity (3-2-4).* Prerequisite: Physics 115.

Basic elements of electrical circuits and machines. This will include series and parallel circuits, magnetism, D. C. motors and generators, A. C. motors, manual and magnetic controllers.

**MT 128—Fluid Mechanics (5-0-5).* Prerequisites: Civ. T 143, Chemistry 112 and Physics 114.

Basic principles of fluid mechanics and application to fluid flow and instrumentation.

* Classes to be conducted at the plant of the Union Bag-Camp Paper Corporation.

** This course will be conducted at the Great Dane Trailer plant, through the cooperation of Great Dane Trailers, Inc.

Building Construction Technology

BCT 121—Graphics (3-8-7). Prerequisite: Engineering 111.

An introductory study in architectural drawing and the principles of visual design. This subject equips the student with a basic knowledge of drawing sections, plans, perspective and presentation drawing in ink.

BCT 142—Construction Materials and Estimates (5-2-6).

An introduction to the materials most commonly used in the erection of structures, and the preparation of material and labor quantity surveys from actual working drawings and specifications.

BCT 211—Wood and Steel Construction (3-6-6). Prerequisite: Civ. T 143.

A study of the design of beams, girders and columns in both wood and steel. Included is a study of the various timber fasteners, steel and timber trusses and steel frameworks.

BCT 212—Concrete Construction (3-6-6). Prerequisite: Civ T 143.

A study of the properties of reinforced concrete with the determination of direct stresses and bending stresses in beams, slabs, girders and columns. Laboratory work consists of problems and a study of the methods of testing various concrete members.

BCT 222—Building Design I (3-10-3). Laboratory fee \$1.50. Prerequisites BCT 121 and BCT 142.

Residential Design. This subject requires of each student a complete presentation drawing, a complete set of working drawings and a complete set of specifications for a dwelling house. Scale models will be built from working drawings by groups of students.

BCT 223—Building Design II (3-8-7). Prerequisites: BCT 222 and BCT 211.

Architectural design, working and structural drawings of more complex structures than those studied in BCT 222. Structural computations are required.

BCT 224—Building Design III (3-8-7). Prerequisite: BCT 223. A continuation of BCT 223.

BCT 243—Building Equipment (3-0-3). Prerequisite: Physics 116.

A brief survey of the principles of heating, ventilating, plumbing, air-conditioning, lighting and electric wiring of buildings from the construction point of view.

BCT 231—Architectural History (3-0-3).

A study of the progress of architecture. The material covered includes a review of architectural forms from early Egyptian to modern Engineered Architecture.

Civil Technology

Civ. T 121—Elementary Surveying (3-9-6). Prerequisite: Mathematics 117 or GT 115, or concurrently.

Construction, care and use of surveying instruments; theory and practice of chaining; differential and profile leveling; transversing; computation of areas and earthwork; theory and practice of stadia and its application to topographic surveying; U. S. Gov't. system of public land surveys; reduction and plotting of field notes; the interpretation and plotting of field notes of topographic surveys.

Civ. T 122—Route Surveying (3-6-5). Prerequisite: Civ. T 121.

Reconnaissance, preliminary location and construction surveys for routes of all kinds, including simple, compound and reverse curves used on highways and railroads; superelevation of curves; computations of earthwork; construction of quantity, mass and haul diagrams. For a final project each laboratory group must lay out a complete highway location with each student submitting a complete set of plans, profiles, cross sections and earthwork computations for this location.

Civ. T 131—Highway Construction (3-0-3). Prerequisite: Civ. T 122.

A study of highway location, grading, drainage, surfacing, maintenance and administration.

Civ. T 141—Blueprint Reading (3-0-3).

A study of architectural blueprints for students who must translate drawing into actual existing structures. This course is also useful for students interested in general layout of electrical, plumbing, heating or air-conditioning systems.

Civ. T 212—Structural Drafting I (0-6-2). Prerequisite: Engineering 111.

Structural steel framing practices and preparation of shop drawing for steel fabrication.

Civ. T 213—Structural Drafting II (0-6-2). Prerequisite: Civ. T 212.

Preparation of detail drawings for concrete structures.

Civ. T 223—Land Surveys (3-6-5). Prerequisite: Civ. T 121.

Theory and practice of land surveying; sub-divisions; filing and recording deeds; U. S. system of land subdivisions. U. S. Coast and Geodetic plane coordinate systems; county and state laws; computations on astronomical observations for azimuth determination. Georgia Land Lot system of land subdivision.

Civ. T 143—Mechanics of Materials (5-3-6). Prerequisites: Physics 114 and Mathematics 117 or GT 115.

A study of coplanar forces and force systems, truss solutions, force systems in space, friction and centroids; direct stress, properties of materials, riveted and welded joints, torsions, stresses in beams, beam deflection, and columns.

Civ. T 224—Typographic and Contour Surveying (2-6-4). Prerequisite: Civ. T 121.

Theory, description and use of advanced surveying instruments and methods; practice of state and local coordinate systems for cadastral surveys and construction work; field work for the design and construction of engineering projects; use of the Plane Table on topographic surveys; theory, description and purposes of the many types of maps, plans and profiles used by engineers; hydrographic surveying; altimetry.

Civ. T 232—Heavy Construction (3-3-4). Prerequisite: BCT 142.

Heavy construction practices. This subject acquaints the student with the many common pieces of heavy construction equipment and apparatus; operation, use, limitations and maintenance of this equipment are covered along with the methods, organization and management for both large and small jobs. Field trips are made to construction projects to illustrate the usage of various pieces of equipment.

Civ. T 241—Hydraulics (5-0-5). Prerequisites: Physics 114 and Civ. T. 143.

Elementary principles of hydraulics with special emphasis on static pressure, flow through pipes, channels and over wires.

Civ. T 242—Water and Sewage Plant Operation (3-0-3). Prerequisite: Civ. T 241 or concurrently.

A study of operation of water and sewage treatment plants and the tests made in these plants.

Civ. T 251—Photogrammetry (0-6-2). Prerequisites: Civ. T 121 and Civ. T 224.

The preparation of maps and charts from aerial photographs by Stereoscopic and ground surveying methods. Specifications and requirements for aerial surveys.

Electrical Technology

Electronics and Communications Technology

Elec. T 121—Alternating Current Circuits I (5-3-6). Prerequisites: Mathematics 116, or GT 114, Physics 115.

Fundamentals of alternating current theory and practice as applied to single-phase circuits. Properties of resistance, inductance and capacitance. Resistance networks. Generation of alternating emf's and

elementary wave-shape analysis. Reactance, impedance and phase relations in series and parallel circuits. Resonant circuits. Complex notation, vector analysis and use of the slide rule.

Elec. T 122—Alternating Current Circuits II (5-3-6). Prerequisites: Elec. T 121, Mathematics 117 or GT 115.

Advanced a-c theory and practice as applied to single-phase circuits. Further analysis of series and parallel circuits using complex notation and vector analysis. Admittance, conductance, and susceptance. Auto-resonant circuits. Coupled-circuit theory, impedance transformation, transformer theory, mutual inductance and reflected impedance. Construction, classification, regulation, loss determination and efficiency of single-phase transformers.

Elec. T 131—Basic Electronics (5-3-6). Prerequisite: Elec. T 121.

Basic study of the control of free electrons in elementary electronic circuits. Electron emission, classification and characteristics of high-vacuum tubes, tube characteristics curves. Rectification, amplification, amplification factor, trans-conductance plate resistance, load lines, stage gain and basic amplifier circuits. Types of bias. Classification and characteristics of gas-filled, vapor-filled, and cathode ray tubes. Hard-tube and soft-tube voltage regulator circuits. Conversion efficiency, ripple factor and circuit analysis of single-phase, half-wave, full-wave and bridge rectifier circuits.

Elec. T 223—Alternating-Current Circuits III (3-3-4). Prerequisites: Elec. T 122 and Mathematics 120 or GT 120.

Study of polyphase circuits, balanced and unbalanced, including circuit analysis, distribution systems, transformers and transformer connections, rectifier circuits and instrumentation.

Elec. T 231—Electrical Drawing (0-6-3). Prerequisites: Engineering 111 and Elec. T 121.

A study of A.S.A. and A.I.E.E. standard electrical drawing symbols and preparation of electrical drawings including schematics, single-line diagrams, wiring diagrams, layouts and others.

Elec. T 232—Industrial Electronics (5-3-6). Prerequisites: Elec. T 122, Mathematics 120, or GT 120, Elec. T 131.

Study of basic industrial electronic circuits and application of these circuits to such devices as electronic timers, voltage regulators, electrostatic air cleaners, motor and generator control systems, photo-electric systems, web and register control systems, and induction and dielectric heating equipment.

Elec. T 233—Advanced Electronics (3-3-4). Prerequisites: Elec. T 261 or concurrently, Elec. T 232.

Study of special electronic circuits, including special amplifier

and oscillator circuits, non-sinusoidal wave generators, pulsing circuits, clamping, advanced study of transients, transistor principles and circuitry and servo-mechanisms.

Elec. T 241—Communications Circuits I (5-3-6). Prerequisites: Elec. T 122, Elec. T 131.

Study of the operating principles of telephone equipment and circuits. Local-battery and common battery manual exchanges, step-by-step and all-relay automatic exchanges. Basic relay circuits for digital control. Matched transmission lines for audio frequencies, distributed and lumped line constants, pads and attenuators, constant-k and m-derived filters for low-pass, high-pass, band-pass and band-elimination. "Pi", "T", and "LL" sections.

Elec. T 242—Communications Circuits II (5-3-6). Prerequisites: Elec. T 261 or concurrently.

High-frequency transmission line concepts and practical applications. Impedance-matching concepts and methods, transmission-line circle diagram, propagation, standing waves, basic antenna theory, antennas for low-frequency and high-frequency applications, and high-frequency measuring techniques.

Elec. T 243—Communications Circuits III (3-3-4). Prerequisites: Elec. T 233 and Elec. T 242.

Microwave techniques, theory and practice in pulse circuits, ultra-high-frequency amplifiers, transit-time effects, wave guides and cavity resonators, dynatrons, transitrons, klystrons and magnetrons. Principles of radar, types of scan, radar transmitting and receiving systems, synchronization, and specific study of ASC-1 and APS-3 radar systems.

Elec. T 251—Direct Current Machinery (3-3-4). Prerequisites: Elec. T 122, Mathematics 120 or GT 120.

Construction, characteristics, operation and control, and industrial applications of direct current motors and generators. Electrical and mechanical characteristics of the various standard forms of field and armature windings.

Elec. T 252—Alternating-Current Machinery (5-3-6). Prerequisites: Elec. T 223, Elec. T 251.

Construction, characteristics, operation and control, and industrial application of polyphase induction and single-phase motors.

Elec. T 253—Alternating-Current Machinery (5-3-6). Prerequisites: Elec T 252.

Construction, characteristics, operation and control, and industrial applications and synchronous generators, synchronous motors and synchronous converters.

Elec. T 254—Electrical Machinery (2-3-3). Prerequisites: Elec. T 223 or concurrently.

Survey of electrical rotating machines, direct and alternating current. Construction, characteristics, operation and control and industrial applications of d-c, single-phase, a-c and polyphase a-c motors and generators.

Elec. T 261—Communications Technology I (5-6-7). Prerequisites: Elec. T 241, Elec. T 232.

The study of voltage amplification as applied to radio-frequency and audio-frequency circuits. Analysis of amplifier circuits and coupling methods, radio-frequency tuning circuits, regeneration and generative circuits, decoupling networks and basic oscillator circuits. Construction, tuning, and alignment of superheterodyne receivers.

Elec. T 262—Communications Technology II (5-3-6). Prerequisite: Elec. T 233, Elec. T 261.

Advanced study of radio communication circuits. Amplitude-modulated transmitters, power amplifiers, phase inverters, push-pull amplifiers and modulator circuits. Broadcast studio techniques, recorders, and recording and control room equipment.

Elec. T 263—Television Technology (5-3-6). Prerequisite: Elec. T 233, Elec. T 262.

Principles of frequency modulation, methods of modulation and demodulation, FM transmitter and receiver circuits, Federal Communications Commission standards for television transmission. Camera and picture tubes, composite video signal, television receiver circuits, power supplies, video amplifiers, deflection circuits, alignment procedures, transmitters circuits and color television.

Elec T 271—Wiring Methods (3-3-4). Prerequisite: Elec. T 252.

Types of wiring and wiring methods used in buildings. Selection of wire sizes, fuses, circuit breakers, insulation, distribution systems, control circuits, and service entrances. Design and layout of electrical wiring systems for lighting, motors and control circuits in accordance with standard practice and the recommendations of the National Electrical Code.

Elec. T 272—Illumination (2-3-3). Prerequisite: Elec. T 122.

Illumination principles and practices. Modern illumination principles, calculation procedures, and equipment are coordinated in design problems of complete fluorescent and incandescent light installations.

Elec. T 273—Electric Power Distribution (3-3-4). Prerequisites: Elec. T. 253 or concurrently.

Generation, transmission and distribution of electric power. Load-center distribution, sub-station operation, system and line protection, circuit analysis of distribution in lines, and electric utility practices.

University of Georgia Extension Courses

The classes listed below are University of Georgia Extension courses.

Business Administration and Economics *

Business Administration	E-311	Introductory Cost Accounting	(5-0-5)
Business Administration	E-351	Principles of Organization & Management	(5-0-5)
Business Administration	E-370	Business Law, first	(5-0-5)
Business Administration	E-371	Business Law, second	(5-0-5)
Business Administration	E-390	Real Estate Principles	(5-0-5)
Business Administration	E-515	Income Tax Accounting	(5-0-5)
Business Administration	E-519	Tax Accounting	(5-0-5)
Economics	E-312	Elementary Economic Statistics	(5-0-5)
Economics	E-326	Money and Banking	(5-0-5)
Economics	E-360	Principles of Marketing	(5-0-5)
Economics	E-386	Labor Economics	(5-0-5)
Economics	E-431	Investments	(5-0-5)
Economics	E-444	Government and Business	(5-0-5)

Classics

Classical Culture	E-301	Greek Culture	(5-0-5)
Classical Culture	E-302	Latin Culture	(5-0-5)

English

English	E-303	English Literature to 1800	(5-0-5)
English	E-304	English Literature after 1800	(5-0-5)
English	E-343	Contemporary Drama	(5-0-5)
English	E-314a	Children's Literature	(5-0-5)

History

History	E-351	American History to 1865	(5-0-5)
History	E-352	American History since 1865	(5-0-5)

Health Education

Health Education	E-344	Problems in School Health Education	(5-0-5)
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* Economics 121 and 124 are prerequisites to all advanced courses in economics and business administration, except by special permission of the instructor.

Music

Music	E-302	Methods of Teaching Public School Music	(5-0-5)
Music	E-312	Public School Music For Elementary Grades	(5-0-5)

Psychology

Psychology	E-414	Psychology of Personnel	(5-0-5)
Psychology	E-423	Abnormal Psychology	(5-0-5)

Social Science

Social Science	E-4	Contemporary Georgia	(5-0-5)
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Sociology

Sociology	E-315	The Field of Social Work	(5-0-5)
Sociology	E-360	Contemporary Social Problems	(5-0-5)

Speech

Speech	E-8	Fundamentals of Speech	(5-0-5)
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Mr. Mc Teer - Hunt Bldg. 1st floor

Mr. Durfee - Lane Bldg 3rd floor

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1959-60

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SAVANNAH, GEORGIA

ARMSTRONG COLLEGE
STATE COLLEGE

For Reference

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1959-1960

SUMMER

FALL

WINTER

SPRING

BULLETIN OF
Armstrong College
of Savannah
Savannah, Georgia

A Unit of the University System
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Georgia Association of Junior Colleges

VOLUME XXIV

NUMBER 1

ARMSTRONG COLLEGE
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CALENDAR FOR 1959-1960

SUMMER SESSION, 1959

Last day to file Application for Admission	Friday, May 15, 1959
Registration	Friday, June 5, 1:00 PM to 8:00 PM Monday, June 8, 1:00 PM to 8:00 PM
Classes begin	Wednesday, June 10, 1959
Last day to register for credit	Wednesday, June 10, 1959
Mid-Term reports	Friday, July 3, 1959
Examinations	Thursday and Friday, July 30th and 31st, 1959

FALL QUARTER, 1959

Last day to file Application for Admission	Tuesday, August 25, 1959
Freshman testing and sophomore counseling	Monday, September 14, 1959
Freshman orientation and Day School registration	Tuesday, September 15, 1959
Registration	Friday, September 18, 1959—1:00 PM to 8:00 PM
Registration	Monday, September 21, 1959—9:00 AM to 8:00 PM
Classes begin	Monday, September 21, 1959
Last day to register for credit	Thursday, September 24, 1959
Mid-Term reports due	Friday, October 30, 1959
Pre-registration for winter quarter (Mon. thru Wed.)	November 16-18, 1959
Thanksgiving holidays (Thurs. thru Sun.)	November 26-29, 1959
Examinations (Wed. thru Fri.)	December 9-11, 1959

HOMECOMING:

Basketball game	Saturday, December 5, 1959
Reception and Dance	Saturday, December 26, 1959
Christmas holidays (Sat. thru Thurs.)	December 12 - January 1, 1960

REGISTRATION:

Tuesday thru Thursday, September 15-17—9:00 AM to 1:00 PM 2:00 PM to 5:00 PM
Friday, September 18—1:00 PM to 8:00 PM
Monday thru Thursday, September 21-24—9:00 AM to 8:00 PM

WINTER QUARTER, 1960

Last day to file Application for Admission	Monday, December 14, 1959
Registration	Monday, January 4, 1960—9:00 AM to 1:00 PM and 2:00 PM to 5:00 PM
Registration	Tuesday, January 5, 1960—1:00 PM to 8:00 PM
Registration	Wednesday, January 6, 1960 thru January 8, 1960—9:00 AM to 8:00 PM
Classes begin	Wednesday, January 6, 1960
Last day to register for credit	Friday, January 8, 1960
Mid-Term reports due	Friday, February 5, 1960
Pre-registration for spring quarter	(Wed. thru Fri.) February 10-12
Examinations	(Mon. thru Wed.) March 14-16
Spring holidays	(Thurs. thru Sun.) March 17-20

SPRING QUARTER, 1960

Last day to file Application for Admission	Monday, February 29, 1960
Registration	Monday, March 21—9:00 AM to 1:00 PM and 2:00 PM to 5:00 PM
	Tuesday March 22—1:00 PM to 8:00 PM
	Wednesday March 23—9:00 AM to 8:00 PM
	Thursday March 24—9:00 AM to 8:00 PM
	Friday March 25—9:00 AM to 8:00 PM
Classes begin	Wednesday, March 23, 1960
Last day to register for credit	Friday, March 25, 1960
Holiday	Friday, April 15, 1960
Mid-Term reports due	Friday, April 22, 1960
Pre-registration for summer and fall quarter	Wednesday, Thursday, Friday, April 27-29, 1960
Examinations	Monday, Tuesday, Wednesday, May 30-31, June 1, 1960
Graduation	Wednesday, June 8, 1960

SUMMER SESSION, 1960

Last day to file Application for Admission	Monday, May 23, 1960
Registration	Monday, June 13—1:00 to 8:00 PM Tuesday, June 14—1:00 to 8:00 PM
Classes begin	Wednesday, June 15, 1960
Last day to register for credit	Wednesday, June 15, 1960
Mid-Term reports due	Monday, July 11, 1960
Examinations	Thursday and Friday, August 4, 5, 1960

Regents, University System of Georgia

244 Washington Street, S.W. — Fourth Floor
ATLANTA

<i>District</i>	<i>Regent</i>	<i>Address</i>
State at Large—Mrs. William T. Healey	January 1, 1953—January 1, 1960	Atlanta
State at Large—Allen Woodall	February 13, 1957—January 1, 1964	Columbus
State at Large—Freeman Strickland	January 1, 1953—January 1, 1960	Atlanta
State at Large—Quimby Melton, Jr.	February 14, 1956—January 1, 1963	Griffin
State at Large—Carey Williams	January 1, 1955—January 1, 1962	Greensboro
First—Everett Williams	January 13, 1955—January 1, 1962	Statesboro
Second—John I. Spooner	January 1, 1954—January 1, 1961	Donalsonville
Third—Howard H. Callaway	January 1, 1958—January 1, 1965	Pine Mountain
Fourth—Robert O. Arnold	January 1, 1956—January 1, 1963	Covington
Fifth—David F. Rice	January 1, 1954—January 1, 1961	Atlanta
Sixth—Linton D. Baggs, Jr.	July 8, 1957—January 1, 1964	Macon
Seventh—Ernest L. Wright	February 6, 1959—January 1, 1966	Rome
Eighth—James D. Gould	February 13, 1957—January 1, 1964	Brunswick
Ninth—Morris M. Bryan, Jr.	February 3, 1959—January 1, 1966	Jefferson
Tenth—W. Roscoe Coleman	January 1, 1958—January 1, 1965	Augusta

Officers of the Board of Regents

<i>Chairman</i>	Robert O. Arnold
<i>Vice-Chairman</i>	Freeman Strickland
<i>Chancellor</i>	Harmon W. Caldwell
<i>Assistant to the Chancellor</i>	John E. Sims*
<i>Dir., Plant & Bus. Operations</i>	J. H. Dewberry
<i>Executive Secretary</i>	L. R. Siebert
<i>Treasurer</i>	James A. Blissit
<i>Dir. of Testing & Guidance</i>	Dr. John R. Hills

*On leave

The Armstrong College Commission

The Commission controls certain endowment funds and scholarship funds which have been contributed by local citizens over a period of years. It serves also in an advisory capacity to the college.

HERSCHEL V. JENKINS	<i>Chairman</i>
DR. IRVING VICTOR	<i>Vice-Chairman</i>

EDWARD J. BARTLETT,
Ex-Officio

JACK E. CAY, JR.,
Ex-Officio

DR. H. Y. CHARBONNIER

H. LEE FULTON, JR.,
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JOSEPH H. HARRISON

VICTOR B. JENKINS

HERBERT L. KAYTON

LEON McCORMAC,
Ex-Officio

W. LEE MINGLEDORFF, JR.,
Ex-Officio

DR. HELEN A. SHARPLEY

President's Office

FOREMAN M. HAWES, A.B.; M.S.	<i>President</i>
-----------------------------------	------------------

MARJORIE A. MOSLEY, A.A.	<i>Administrative Assistant and Secretary to the President</i>
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Evening College Office

MARY H. STRONG, A.B.	<i>Director of the Evening College</i>
---------------------------	--

HELEN MEIGHEN	<i>Secretary</i>
---------------------	------------------

Business Office

JULE C. ROSSITER, A.A.	<i>Comptroller</i>
-----------------------------	--------------------

SARA ALICE WILLIAMS	<i>Clerical Assistant</i>
---------------------------	---------------------------

Registrar's Office

JACK H. PADGETT, A.B., M.A.	<i>Registrar</i>
----------------------------------	------------------

ELIZABETH O. HITT	<i>Assistant to the Registrar</i>
-------------------------	-----------------------------------

MINNIE MCG. CAMPBELL	<i>Veterans' Affairs Officer</i>
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JULIA F. REMLEY	<i>Clerical Assistant</i>
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ELIZABETH HOWARD	<i>Clerical Assistant</i>
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Admissions Office

JACK H. PADGETT, A.B., M.A.	<i>Director of Admissions</i>
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NELLIE HANKINS SCHMIDT, B.A.	<i>Assistant to Director of Admissions</i>
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Student Personnel Services

M. LORRAINE ANCHORS, A.B., M.A.	<i>Coordinator</i>
DOROTHY M. THOMPSON, A.B., M.A.	<i>Psychologist</i>
HENRIETTA ALL	<i>Secretary</i>

Library

MURIEL B. MCCALL, A.B., M.A.	<i>Librarian</i>
ELLA N. CLANCY	<i>Assistant to the Librarian</i>
*TED MARTIN	<i>Assistant to the Librarian</i>

Other Personnel

ANGELA MCBRIDE	<i>P.B.X. Operator</i>
MARY JEAN TREMONT	<i>P.B.X. Operator</i>
ELIZABETH POUND	<i>Manager, Student Center and Book Store</i>
JOE MCNEELY, JR.	<i>Supt. of Grounds and Buildings</i>

The Faculty

M. LORRAINE ANCHORS, A.B., M.A., Baylor University; Graduate
Study, Cambridge University

Instructor in English

*JANE BASSETT, B.S., Troy State Teachers College

Instructor in Physical Education for Women

W. ORSON BEECHER, A.B., M.A., Emory University; M.A., University
of Georgia

Instructor in History

*PATRICIA JACOBSON BERGRIN, B.A., M.A., Hunter College

Instructor in English

*STEPHEN P. BOND, B.S. in Architecture, Georgia Institute of
Technology

Instructor in Engineering Drawing

WILLIAM E. COYLE, A.B., Emory University; M.A., Georgetown
University

Instructor in History & Political Science

*Part time.

LAMAR W. DAVIS, B.S. and M.S., University of South Carolina;
Certified Public Accountant

Instructor in Business Administration

*ANGEL DEL BUSTO, Artist's Diploma, Julliard School of Music;
Mus. D., Zoellner Conservatory

Instructor in Woodwind Instruments

JOSEPHINE SIMMONS DENMARK, B.S., Georgia Teachers College;
M.S., in Home Economics, University of Georgia

Instructor in Home Economics

JOHN L. M. DES ISLETS, COL. (Ret.), B.S., United States Military
Academy

Instructor in Physics

ROSSITER C. DURFEE, A.B. and M.A., Stanford University.

Instructor in English and Director of the Masquers

*HARTLEY BARRETT ECKERSON B.S., M.S., University of Tennessee

Instructor in Mathematics

JACK B. FOWLER, A.B., University of Georgia; M.A., George Peabody
College for Teachers

Instructor in English

*THEODORE HENKLE, Julliard School of Music. Pupil of Leopold Auer

Instructor in Violin

DANIEL J. HOOK, A.B., Newberry College; M.A., Columbia Univer-
sity; Graduate Work, University of South Carolina and the Uni-
versity of Kansas

Instructor in Mathematics

ESSIE D. JENKINS, Owensboro Business College, Kentucky

Instructor in Typing

MARGARET SPENCER LUBS, B.M., Converse College; A.B., University
of Georgia; M.A., Columbia University

Instructor in French and English

ELMO M. MCCRAY, JR., B.S. and M.S., University of Alabama

Instructor in Biology

HUGH McTEER, A.B. and M.A. in Education, University of South
Carolina

Instructor in History and Education

*Part time.

LEWIS HAGOOD OWEN, A.B., Duke University
Instructor in Chemistry

*THOMAS M. PARHAM, A.B., Emory University; M.S. in Social Work,
University of Tennessee
Instructor in Sociology

J. HARRY PERSSE, B.F.A., University of Georgia; Master of Music,
Florida State University
Instructor in Music and Faculty Advisor for Student Publications

*LOUIS J. POETTER, A.B., Mercer University; M.A., New York Uni-
versity; Graduate Study, Emory University
Instructor in Psychology

NORMAN RAY REMLEY, B.S., University of Georgia; Graduate Study,
University of Georgia
Instructor in Psychology

NELLIE HANKINS SCHMIDT, B.A., Mary Baldwin College; Graduate
Study, University of Virginia, Smith College and Mt. Holyoke
College
Instructor in English

ROY J. SIMS, B.S., David Lipscomb College; M.S., University of Ten-
nessee
Instructor in Physical Education for Men and Basketball Coach

FRANK P. SIVIK, B.S., Providence College; M.S., University of Massa-
chusetts; Graduate Study, North Carolina State College
Instructor in Botany and Biology

JULIA FLOYD SMITH, B.S. and M.A., Florida State University
Instructor in Sociology and History

ROBERT I. STROZIER, A.B. and Graduate Study, University of Georgia;
Graduate Study, Florida State University
Instructor in English

NANCY P. SUMMERS, A.B., Bowling Green College of Commerce
Instructor in Commerce

MARY E. THACKER, A.B. and M.S., Emory University
Instructor in Chemistry

*Part time.

DOROTHY M. THOMPSON, A.B., Monmouth College; M.A., Northwestern University; Certificate in Psychiatric Social Work, Western Reserve University

Instructor in Psychology and Sociology

LOUIS A. THOMPSON, M.A., and LL.B., University of Georgia; Certified Public Accountant

Instructor in Business Administration

WILLIAM L. TRAVIS, COL. (Ret.), B.S., United States Military Academy; LL.B., George Washington School of Law

Instructor in Physical Science and Engineering Drawing

ELIZABETH A. TUCKER, B.S., University of Tennessee

Instructor in Physical Education for Women

ANTHONY M. WARREN, B.A. and Graduate Study, Tulane University

Instructor in English

WILLIAM S. WINN, B.D. and A.B., Emory University; M.A., University of North Carolina

Instructor in Mathematics

TECHNICAL INSTITUTE PROGRAM INSTRUCTORS FOR COURSES OFFERED AT UNION BAG-CAMP PAPER CORPORATION

ELLIS O. BARNES, B. Ch. E., University of Louisville

C. DUNCAN BLAKE, B.S., Master of Forestry, Louisiana State University

JOHN C. BOWERS, B.S. in Ch. E., Virginia Polytechnic Institute; M.S. in Ch. E., Virginia Polytechnic Institute

GEORGE L. BRANNEN, B.S. in Industrial Engineering, Georgia Institute of Technology

IVAN H. CARR, JR., B.S. in Industrial Engineering, University of Florida

ERNEST CLIFTON, B.S. in Mech. E., Georgia Institute of Technology

ROBERT J. CUMMINGS, Bachelor of Industrial Engineering, University of Florida; Master of Science in Engineering, University of Florida

ROBERT W. GRAY, Bachelor of Arts, Kings College

EVERETT J. HARRIMAN, B.S. in Chemical Engineering, University of Maine; M.S. in Pulp and Paper Technology, University of Maine

JAMES A. HENDERSON, Bachelor of Industrial Engineering, University of Florida

HERMAN L. LETCHWORTH, Journeyman Machinist, Methods and Machine Design

JAMES C. MCKEE, Bachelor of Forestry, Stephen F. Austin College; Master of Forestry, Duke University

JOHN J. OWEN, JR., B.S. in Chemical Engineering, Louisiana State University

CREED H. REAGAN, B.S. in Industrial Engineering, University of Tennessee

DAVID W. REID, B.S. in Chemical Engineering, North Carolina State University

CALVIN S. SCHLESSMAN, B.S. in Chemical Engineering, Carnegie Institute of Technology

**The following is a resolution adopted by the Board
of Regents at its meeting held in Atlanta,
Georgia on March 12, 1958**

“RESOLVED, That the requirements for admission to the various institutions of the University System of Georgia be amended so that the following additional requirements must be met:

1. Any resident of Georgia applying for admission to an institution of the University System of Georgia shall be required to submit certificates from two citizens of Georgia, alumni of the institution that he desires to attend, on prescribed forms, which shall certify that each of such alumni is personally acquainted with the applicant and the extent of such acquaintance, that the applicant is of good moral character, bears a good reputation in the community in which he resides, and, in the opinion of such alumnus, is a fit and suitable person for admission to the institution and able to pursue successfully the courses of study offered by the institution he desires to attend.

Provided, however, that any applicant who seeks admission to an institution with an enrollment less than 1000 students and who lives in a county in which no alumnus of the institution he wishes to attend resides, may furnish a certificate from the Judge of the Superior Court of his circuit in lieu of the certificate from alumni. In such a case the certificate of the Judge of the Superior Court shall set forth the same facts that the alumni certificate must contain in other cases.

Each such applicant shall also submit a certificate from the

Ordinary or Clerk of the Superior Court of the county in which the applicant resides that such applicant is a *bona fide* resident of such county, is of good moral character and bears a good reputation in the community in which he resides. However, any applicant who lives in a county having a population of 100,000 or more, may submit in lieu of the certificate from the Ordinary or Clerk of the Superior Court a certificate, on a prescribed form, from a third alumnus of the institution that applicant desires to attend. This third alumnus shall be one of those on a list of alumni designated by the president of the alumni association of the institution to assist the institution in its efforts to select students of character, aptitude, and ability and to obtain corroborating evidence regarding the place of residence of such students. The certificate of the third alumnus in counties with a population of 100,000 or more shall set forth the facts required in the certificate from the Ordinary or Clerk of the Superior Court.

2. Any non-resident of the State applying for admission to an institution of the University System of Georgia shall submit a similar certificate from two alumni of the institution that he desires to attend, or from two reputable citizens of the community in which the applicant resides. Every such applicant shall also submit a certificate from a judge of a court of record of the county, parish, or other political sub-division of the State in which he resides that he is a *bona fide* resident of such county, parish, or other political sub-division and a person of good moral character and bears a good reputation in the community in which he resides.
3. There is reserved to every institution of the University System of Georgia the right to require any applicant for admission to take appropriate intelligence and aptitude tests in order that the institution may have information bearing on the applicant's ability to pursue successfully courses of study for which the applicant wishes to enroll and the right to reject any applicant who fails to satisfactorily meet such tests.
4. There is reserved to every institution of the University System of Georgia the right to determine the sufficiency of any certificate required by this resolution; the right to determine whether any applicant has met the requirements for admission as set forth by this resolution, or otherwise, and is a fit and suitable person for admission to such institution. There is also reserved the right to reject the application of any person who has not been a *bona fide* resident of Georgia for more than twelve months.

5. If it shall appear to the president or other proper authority of any institution of the University System of Georgia that the educational needs of any applicant for admission to that institution can best be met at some other institution of the University System, he may refer the application to the Board of Regents for consideration, for reference or assignment to such other institution.
6. This resolution shall become effective immediately and catalogs of all institutions of the University System shall carry these requirements. Catalogs already printed shall carry inserts or addenda showing these requirements. The foregoing requirements shall apply to all applicants who have applied for admission to any institution of the University System of Georgia, but have not been actually enrolled and admitted, and to all applicants who hereafter make application for admission to any such institution.
7. All alumni, ordinaries and clerks of the superior courts, called upon or requested to execute certificates on behalf of applicants for admission to any institution under any paragraph as hereinbefore provided, shall, with respect to certifications as to good moral character, reputation, fitness and suitability for admission to the institution, and ability to pursue successfully the courses of study therein, be guided and controlled by the following standards:
 - (a) Age of the applicant.
 - (b) Past educational record, academic achievements, and overall scholastic ability of the applicant.
 - (c) Temperament, demeanor and attitude of the applicant.
 - (d) Any past criminal record of the applicant or other disciplinary problems.
 - (e) Sobriety.
 - (f) Martial status, and all other similar obligations.
 - (g) Financial ability of the applicant to successfully defray all school and living expenses.
 - (h) Physical and mental fitness—any nervous or other physical defects or disorders.
 - (i) Any military service record of the applicant.
 - (j) The general reputation of the applicant in the community in which he or she resides, as the same may be known to such alumnus, ordinary, or clerk, or as may be made known by recommendations or testimonials from persons known to such alumnus, ordinary or clerk to be reliable."

This 28th day of October, 1958.

s/s L. R. Siebert, Executive Secretary
Regents of the University System
of Georgia.



General Information

History and Organization

Armstrong College of Savannah was founded on May 27, 1935, by the Mayor and Aldermen of the City of Savannah to meet a long-felt need for a junior college. The first college building was the magnificent home of the late George F. Armstrong, a gift to the city from his widow and his daughter. The former home, now called the Armstrong Building, is an imposing structure of Italian Renaissance architecture; inside, its spacious rooms and marble halls lend an air of dignity; while outside it is one of the beautiful college buildings in the South.

Over the years, through private donation and public appropriation, the campus has been enlarged until now it includes four additional buildings: the Lane Building, a gift of the late Mills B. Lane, prominent banker; John W. Hunt Memorial Building in which are located the Student Center, the Home Economics Program, classrooms and the Dancing Studio; Herschel V. Jenkins Hall, which contains the auditorium and theater for the Armstrong College Masquers and classrooms; and Thomas Gamble Hall, site of science lecture rooms and laboratories.

Three of the buildings face forty-acre Forsyth Park, the most beautiful park in the city; the other two face Monterey Square, one of the carefully planned squares for which Savannah is famous.

Hodgson Hall, across from Forsyth Park on Whitaker Street, contains the college library as well as the Library of the Georgia Historical Society, to which Armstrong students have access.

The college was under the administrative control of the Armstrong College Commission until January 1, 1959. On this date the institution became a unit in the University System of Georgia and under the control of the State Board of Regents.

Aims

The college seeks to serve the community by giving the men and women who attend its classes a better understanding of the world in which they live and the experience of adapting knowledge to meet the obligations and responsibilities of citizenship.

The student may complete one or more of the following specific objectives.

1. Complete the freshman and sophomore years of the four-year senior college program leading to the baccalaureate degree;

2. Finish two years of pre-professional work leading toward medicine, dentistry, law, home economics, the ministry and other professions;
3. Graduate from a semi-professional program, prepared to go into business or industry;
4. Complete two years of an engineering program which is transferable for credit to colleges of engineering;
5. Complete a two-year technical institution program;
6. Obtain two years of learning in fields that will enrich personal and social living.

The college awards an associate degree to students completing an approved program.

Admission to the College

Scholastic & Personal Requirements

An applicant planning to enter Armstrong College will obtain from the Director of Admissions an "Application for Admission" form. Completion of all application forms and of all requirements contained therein is required of each applicant before his request for admission can be considered. No application forms will be considered unless received by the date prescribed in the calendar set forth on page 3, which is in each case at least twenty (20) days prior to the first day of registration. Armstrong College reserves the right to terminate receipt of application forms when enrollment limits are reached.

The applicant will request the high school principal, or the college registrar (in the case of a transfer student) to send a transcript of credits to the Director of Admissions, Armstrong College of Savannah, Savannah, Georgia.

The Director of Admissions will notify the applicant that he has been admitted if he meets the minimum requirements for admission listed below.

1. The applicant must be at least sixteen years of age and of established moral character. Armstrong College reserves the right to examine and investigate the moral worth, character, and personality of the applicant.

2. The College Entrance Examination Board's Scholastic Aptitude Test is required of all applicants for admission including those who have had previous college work. The results of the tests must be filed with the Director of Admissions before the application can be considered. In order that the scores may be received in time for evaluation, the applicant is urged to follow the testing schedule below:

For Summer Quarter, 1959—take test on
December 6, 1958, January 10, 1959,
February 14, 1959 or March 14, 1959.

For Fall Quarter, 1959—take test on
December 6, 1958, January 10, 1959,
February 14, 1959, March 14, 1959 or
May 16, 1959.

For Winter Quarter, 1960—take test on
May 16, 1959 or August 12, 1959.

For Spring Quarter, 1960—take test on
December 5, 1959 or January 9, 1960.

The high school principal, counsellor, or the Director of Admissions of Armstrong College will supply the necessary information for making application to take the College Entrance Examination Board Scholastic Aptitude Test; or the applicant may write directly to the College Entrance Examination Board, P. O. Box 592, Princeton, New Jersey. Please note that application must be made to the College Entrance Examination Board one month prior to the testing dates listed above.

3. The applicant must meet at least one of the following requirements:

- a. Graduation from an accredited high school.
- b. Have credit in a minimum of 15 units, as specified in Section 4, below, from an accredited high school.
- c. Acceptable scores on the General Educational Development Tests (high school level). An applicant twenty years of age or over, who is not a graduate of an accredited high school, may take the General Educational Development Tests (high school level). These tests comprise five (5), two (2) hour examinations and must be completed two weeks prior to registration. Additional information may be obtained from the Office of the Director of Admissions.

4. Applicants must meet the requirements in units as specified here:

English	3
*Mathematics	2 or 3
Social Studies	2
Natural Sciences	1
Other academic units	4
Others	3 or 2

* As most senior colleges require two (2) units of Algebra and one (1) unit of Plane Geometry for admission to degree programs in Engineering and/or Science, students planning to enter these fields are strongly urged to present these three (3) units in mathematics for admission to Armstrong College.

Beginning with the Fall quarter of 1960, a minimum of 16 units from an accredited high school will be required in the fields listed below:

English	4
*Mathematics	2 or 3 (One must be in Algebra)
Social Studies	2
Natural Sciences	2
Other academic units	4
Other	2 or 1

Armstrong College reserves the right to reject the credits from any high school or other institution notwithstanding its accredited status, where the college determines either from investigation or otherwise, that the quality instruction available at such high school or institution is for any reason deficient or unsatisfactory.

5. Applicants who qualify under the terms of Numbers 3 and 4 above must also have a predicted grade point average (based on high school record, College Entrance Examination Board scores, and other pertinent data as determined by the Admissions Committee of Armstrong College) which indicates that the applicant has the potential to pursue effectively the educational program of Armstrong College.

6. If the application forms, College Entrance Examination Board Scholastic Aptitude Test scores, and properly transmitted records of the applicant are found to be complete and in proper order and the grades and scores indicate that the candidate is eligible for consideration, the applicant will be informed that his application for admission has been tentatively accepted.

He will then be directed by the Admissions Officer to appear at Armstrong College for personal testing and interview. Appointments will be made as soon as possible after his application for admission has been tentatively accepted. Testing and interview must be completed prior to the first day of Orientation Week or prior to the first day of Registration, whichever is the earlier date. Applicants are urged to take advantage of the earliest date for testing and interview as final acceptance cannot be given until this process is completed.

At this time, every applicant will be evaluated in terms of his test scores and grades, scholastic aptitude, social and psychological adjustment, and the probability of his completing the requirements for a college degree.

In reviewing the application, the interviewing representative of Armstrong College shall consider all examination scores, scholastic

* As most senior colleges require two (2) units of Algebra and one (1) unit of Plane Geometry for admission to degree programs in Engineering and/or Science, students planning to enter these fields are strongly urged to present these three (3) units in mathematics for admission to Armstrong College.

records, personal data, and the applicant's ability to make the social and psychological adjustment to the college environment. Each applicant must give evidence of sturdiness of character, promise of growth, seriousness of purpose, and a sense of social responsibility. Armstrong College reserves the right, in every case, to reject any applicant whose general records and attitude do not prognosticate success in Armstrong College notwithstanding the completion of other requirements. Armstrong College reserves the right further to test any applicant extensively by the use of psychological, achievement and aptitude tests.

7. The Admissions Committee shall review any application directed to them by the Director of Admissions for total study and subsequent recommendation to the Director of Admissions.

8. Acceptance or rejection of each and every application will be determined by the Director of Admissions, subject to the right of appeal as provided in the Faculty Statutes of Armstrong College and the by-laws of the Board of Regents of the University System.

9. **APPLICATION FORM DEPOSIT:** A validating deposit of \$15.00 must accompany each complete application form before it can be given official consideration. This deposit does not bind Armstrong College to admit the applicant nor does it indicate acceptance of the applicant's qualifications. If the applicant is admitted, the deposit will be applied towards tuition for the quarter following acceptance. The deposit will be refunded to the applicant if he is not eligible for admission. If the applicant wishes to withdraw his application, the deposit will be refunded if the applicant does not register and if the refund is requested in writing twenty (20) days prior to the first day of registration.

TRANSFER STUDENTS

1. Students who desire to transfer to Armstrong College from another college-level institution will be required to present scores of the College Entrance Examination Board's Scholastic Aptitude Test and will be required to obtain acceptable scores on standardized aptitude and/or achievement tests prior to admission. Armstrong College will designate the standardized tests required of an individual in accordance with the level of college at which the transfer is being made and the program which the applicant desires to enter. In every other respect transfer students must qualify as, and must comply with, the admissions requirements of, entering freshmen.

Transfer students whose applications for admission have been tentatively accepted will be expected to appear for personal testing and interviews on dates specified by the Director of Admissions. Testing and interviews must be completed prior to the first day of Orientation Week or prior to the first day of registration, whichever is the earlier date. Applicants are urged to take advantage of the

earliest date for testing and interview as final acceptance cannot be given until this process is completed.

2. Transfer students should refer to the foregoing information relative to the admissions procedures, requirements, and dates for filing the completed application with the Office of the Director of Admissions.

3. Transfer applicants must comply with the policy of the Board of Regents in furnishing the certificate found in the official application for admission form.

4. The applicant must request that official transcripts showing evidence of studies pursued at all other colleges or universities be sent to the Director of Admissions. These transcripts must furnish a statement of honorable dismissal. Completion of ALL application forms is required of each applicant for admission by transfer from other institutions before his request for admission can be considered. It should be understood that only those applicants will be admitted whose past records indicate a favorable prospect of successful study with the faculty and with the other students in college. Every transfer student seeking admission will be evaluated for aptitude, achievement, motivation, social and psychological adjustment, scholastic performance and probability of completing the requirements for a degree.

5. Armstrong College reserves the right to deny admission to any student transferring to Armstrong College when, in the opinion of the Director of Admissions, the academic standards or the admission procedures of the institution(s) previously attended are not equivalent or comparable to those existing at Armstrong College.

6. When a transfer applicant's qualifications are in question, the Director of Admissions, at his discretion, will refer the application in totality to the Admissions Committee for their review and recommendations. However, the final determination of the applicant's eligibility for admission to the College will be made by the Director of Admissions.

7. Acceptance or rejection of each and every application will be determined by the Director of Admissions, subject to the right of appeal as provided in the by-laws of the Board of Regents of the University System.

8. **APPLICATION FORM DEPOSIT:** A validating deposit of \$15.00 must accompany each completed application form before it can be given official consideration. This deposit does not bind Armstrong College to admit the applicant nor does it indicate acceptance of the applicant's qualifications. If the applicant is admitted, the deposit will be applied towards tuition for the quarter following acceptance. The deposit will be refunded to the applicant if he is not eligible for admission. If the applicant wishes to withdraw his application, the deposit will be refunded if the applicant does not register

and if the refund is requested in writing twenty (20) days prior to the first day of registration.

9. The amount of academic credit that Armstrong College will allow for work done in another institution within a given period of time may not exceed the normal amount of credit that could have been earned at Armstrong College during that time. A maximum of sixty (60) academic quarter hours from an accredited college may be applied in the program for which the applicant desires to enroll.

10. Courses transferred for credit from other colleges or universities must have an over-all average of "C" grade. Under no circumstances will credit be allowed for courses in freshman English unless the grades received are "C" or better. College credit will not be allowed for such courses as remedial English and remedial mathematics or courses basically of secondary school level.

11. Credit for specific courses designated as "core curriculum" or "major" courses will not be allowed unless grades received are "C" or above.

12. It is the policy of the Board of Regents that the total number of hours that may be earned toward an associate degree by extension courses shall not exceed 22½ quarter hours.

Admission of Veterans

Armstrong College of Savannah will accept veterans who are not high school graduates if their official General Educational Development tests show scores that indicate the applicant's ability to do college work. A Certificate of Eligibility and Entitlement (VA Form No. 7-1993) is required of every veteran who attends this institution under Public Law 550 (Korean Bill), application for which may be completed at the Veterans Administration office at 300 Drayton street, Savannah, Georgia. Immediately upon receipt of certificates from the Veterans Administration, the student should contact the Armstrong College Veterans Office regarding processing of certificate and future monthly reports. All veterans attending Armstrong under Public Law 550 should be prepared to pay tuition and fees at time of registration.

Orientation and Advisement

The counseling and advisement service of Armstrong College of Savannah offers help in solving problems connected with the student's college program.

Students are urged to request help from their instructors when the difficulty is one concerned with the subject itself and having no complications. The areas with which the adviser is usually concerned are choice of vocation, the planning of work in college, study habits

generally and personal adjustment to college life. Those problems which do not fit into these general categories, either because of greater intensity or critical developments, are referable to community agencies outside the college if this is agreeable to the student and his parents or guardians.

The academic advisement of students is distributed among the entire faculty so that each instructor carries the responsibility for a proportionate number of the entire student body registered in the day program. Advisement interviews are scheduled with each student at least once a quarter and appointments for these interviews are mailed from the office of the Registrar. These interviews are designed to aid the student in planning his program of work in college.

Student Personnel Services

In the fall of 1957 the office of Student Personnel Services was added to the advisement program discussed above. The services available are as follows: individual diagnostic tests for students of high ability and low performance; vocational aptitude tests on an individual basis; and short-time counseling with students whose difficulties in adjusting to college life, either academic or social, require help beyond that which may be given by advisors and instructors.

Student Personnel Services also attempts to help the student to choose a senior college and to plan his program according to requirements of the senior college. Information concerning scholarships may be obtained through this office.

Commencement Exercises

Commencement exercises are held each year in June. At this time an associate degree is awarded to those students who have met the requirements for graduation, and recognition is given to those who qualify for scholastic honors. The faculty and graduates participate in full academic dress.

FEEES

Application Deposit

The Application Deposit of \$15.00 is made by all students at the time of initial application for admission to Armstrong College. This fee is applied as a credit against registration fees, if registration is completed the quarter following acceptance; otherwise, not refundable. The acceptance of the Application Deposit does not constitute acceptance of student. If applicant wishes to withdraw application for admission, complete refund will be made provided written request is received twenty days prior to official registration date of the

quarter following acceptance. The Application Deposit will be refunded to the applicant if he is not eligible for admission.

Matriculation Fee

The Matriculation Fee for students registering for the normal course load of fifteen hours is \$33.00. Special students (those carrying less than 12 credit hours in a quarter) will pay at the rate of \$3.00 per quarter hour in Matriculation Fee.

Out of State Tuition

Non-residents of Georgia must pay a fee of \$50.00 per quarter in addition to all regular fees. Special students (those carrying less than 12 credit hours in a quarter) who are not legal residents of the State of Georgia will pay at the rate of \$4.00 per quarter hour Out-of-State Fee in addition to all regular fees.

Student Activity Fee

There will be a Student Activity Fee of \$10.00 per quarter. This fee is not refundable. Student Activity Fee will be charged to any Day Student who has registered for ten or more quarter hours. No charge will be made to Evening College Students.

Late Registration Fee

Five days will be allowed for completion of registration. A late registration fee of \$3.00 will be charged on the fourth day of registration and a late registration fee of \$4.00 will be charged on the fifth day of registration. This fee is not refundable.

Change of Schedule Fee

A fee of \$2.00 is charged for the changing of a student's schedule after the registration cards have been processed. No charge is made if the change is initiated by the College. This fee is not refundable.

Graduation Fee

A Graduation Fee of \$7.50 will be collected from each candidate for graduation.

Transcript Fee

Each student is entitled to one official transcript of his college work. The charge for additional copies is \$1.00 each.

Music Fees

Students enrolled in Applied Music Courses will be required to pay a special fee. The fees are indicated in the description of courses found under "Course Descriptions" elsewhere in this bulletin.

Make-up Test Fee

For cause, a student may arrange with an instructor to make up an announced quiz or final examination. The arrangements to make up the announced test must be made within one week after the student returns to college.

A fee of \$2.00 is charged for the making up of any announced quiz and a fee of \$5.00 for a make-up final examination and laboratory examinations, except as shown below. The total charges to any one student for a final make-up examination in a given subject shall not exceed \$5.00. All fees will be paid to the Business Office.

The conditions under which fees for make-up quizzes and final examinations will not be charged as follows: The student was absent (1) on official college business; (2) due to illness; (3) because of death in the family; or (4) in observing religious holidays.

The student's reasons for claiming exemption from paying the fee must be presented in writing to the instructor.

Summary of Fees

Matriculation, per quarter	\$ 33.00
Student Activity, per quarter.....	10.00
TOTAL FOR GEORGIA RESIDENTS	\$ 43.00
Out-of-State Tuition, per quarter	50.00
TOTAL FOR NON-RESIDENTS	\$ 93.00
Matriculation, Special Students, per quarter hour	3.00
Non-Resident Tuition, Special Students, per quarter hour (in addition to Matriculation Fee)	4.00
Application Deposit (paid only once, applied against fees)	15.00

Privilege Fees

Late Registration—Maximum	4.00
Special Examinations	2.00
Final Examinations	5.00
Graduation	7.50
Transcript, first one free, each additional	1.00
Change of Schedule	2.00

Refunds

Refunds of fees will be made only upon written application for withdrawal from school. No refunds will be made to students dropping a course. Students who formally withdraw during one week following the scheduled registration date are entitled to a refund of 80% of the fees paid for that quarter. Students who formally withdraw during the period between one and two weeks after the scheduled registration date are entitled to a refund of 60% of the fees paid for that quarter. Students who formally withdraw between two and three weeks after the scheduled registration date are entitled to a refund of 40% of the fees paid for that quarter. Students who formally withdraw during the period between three and four weeks after the scheduled registration date are entitled to a refund of 20% of the fees paid for that quarter. Students who withdraw after a period of four weeks has elapsed from the scheduled registration date will be entitled to no refund of any part of the fees paid for that quarter.

Fees and Charges are Subject to Change at the End of any Quarter

Any student delinquent in the payment of any fee due the college will have grade reports and transcripts of records held up, and will not be allowed to re-register at the college for a new quarter until the delinquency has been removed.

Library

The college library of Armstrong College is housed in Hodgson Hall on the corner of Whitaker and West Gaston Streets. All the materials are readily available to the students since all books are on open shelves. On the main floor is the reference room which contains reference books, non-fiction books, biography, and the reserve and circulation desk. Downstairs is another reading room, containing fiction, books in foreign languages, current and bound volumes of periodicals, and the career information. The workroom and the office of the Librarian are also downstairs.

At the present time the library collection consists of 15,000 volumes as well as a large number of pamphlets on subjects of current interest. More than one hundred periodicals are received, including four newspapers. Besides the books, periodicals and pamphlets, the library has a collection of recordings and a phonograph located in the downstairs reading room for the use of the students, faculty and staff.

In addition to the resources of the college library, the students have free access to the holdings of the Georgia Historical Society, also housed in Hodgson Hall. This library contains an outstanding collec-

tion of materials on Georgia and its history as well as a large collection of materials on Southern history. The holdings of the Historical Society consist of more than ten thousand books, eighty periodical subscriptions, an extensive manuscript collection, and one of the more complete files of the Savannah newspapers, dating back to 1763.

Audio Visual Instruction

Certain classrooms of the college are equipped with screens for the showing of films. In the teaching of English, public speaking, foreign languages and music, visual aids are supplemented by recordings.

Student Assistants

The college employs a number of student assistants each year. These students work in the library, science laboratories, business offices and with the faculty. Those who desire such employment should apply to the staff member who is in charge of the work in which he is interested or to the President of the college.

Scholarships

The scholarships which are available to students are listed below. Application forms may be secured in the President's office in the Armstrong Building. Those who wish to apply for a scholarship for the school year beginning in September should file an application in the President's office not later than July 15. All applicants are required to appear before an oral interview board during the month of August. Each applicant is notified in writing when to appear for his interview.

AMERICAN SOCIETY OF WOMEN ACCOUNTANTS—1 is offered each year. Value: \$100.00. (Women only are eligible). This scholarship is awarded to a woman student of one of the local high schools who is planning to major in accounting.

ARTHUR LUCAS MEMORIAL SCHOLARSHIPS—5 are offered each year. Value: \$100.00 each. (Both men and women are eligible).

JUNIOR CHAMBER OF COMMERCE—2 are offered each year. Value \$200.00 each. (Both men and women are eligible). One scholarship is awarded to a sophomore and one to a freshman.

EDWARD McGUIRE GORDON MEMORIAL SCHOLARSHIP—1 is offered each year. Value: \$200.00. (Men only are eligible). Applicants must be residents of Chatham County.

SAVANNAH GAS COMPANY—3 are offered each year. Value: \$150.00 each. (Both men and women are eligible). These scholarships are awarded to students in the day school only.

HUNTER FIELD OFFICERS' WIVES' CLUB—2 are offered each year. Value: \$100.00 each. (Both men and women are eligible).

PANHELLENIC ASSOCIATION OF SAVANNAH—1 is offered each year. Value: \$100.00. (Women only are eligible).

HARRY G. STRACHAN, III MEMORIAL SCHOLARSHIP—1 is offered for the school year 1959-1960. Value: \$100.00. (Both men and women are eligible).

Placement Service

The college maintains a placement service for the benefit of employers and students. Anyone seeking part-time employment while in college, or full-time employment after leaving college, should place his name on file with the Business Office.

Student Center

The college does not operate a boarding department. The Student Center in the Hunt Building is open throughout the day and provides light lunches at reasonable prices. The Center also provides recreational facilities and houses the book store.

Student Activities

The entire program of student activities at the college is designed to contribute to the development of the whole individual and to assist him in becoming an active and helpful member of the community.

The governing body for student affairs at Armstrong College is the Student Senate. This organization is made up of elected representatives from all student groups recognized by the Senate. It is the function and responsibility of the Senate to coordinate, direct and control student organizations and activities at Armstrong.

Athletics

Armstrong participates on the inter-collegiate level in basketball, golf, and tennis. All other sports at the college are on an intramural basis. Intramural competition is offered in such sports as basketball, volleyball, swimming, football, tennis, golf, softball and ping-pong. All are encouraged to take part in this program.

Physical Education Program

All regular day students are required to participate in a physical education program. Courses are offered each quarter except during the summer. These are listed elsewhere in the catalog under "Course

Descriptions." See "General Regulations" for specific information concerning requirements of the program.

Publications

There are two student publications at Armstrong, the *Inkwell*, a newspaper, and the *'Geechee*, the college annual. These afford the students an opportunity to express themselves through creative writing and art work, and to gain experience in other journalistic activities.

The Armstrong College Masquers

The Armstrong College Masquers, with a charter membership of over seventy students, was organized in the Fall of 1950, after the Savannah Playhouse separated from Armstrong College and was re-organized as the Little Theatre, Inc.

The Masquer organization's goal is to furnish enjoyment and appreciation of the drama for both participants and spectators through a balanced presentation of popular and classic theatre.

Masquer membership is open to all students interested in any phase of the theatre: acting, designing, lighting, make-up, costuming, and other production skills.

An affiliate of the Masquers is the Armstrong Radio and Television Workshop, formed to offer interested students an opportunity to develop techniques of radio and television broadcasting.

The Glee Club

The Armstrong Glee Club is composed of students who enjoy singing and desire the satisfaction to be gained from group singing. Besides two yearly concerts at the college, the Glee Club has produced musicals with the Armstrong Masquers and sung for many civic groups in Savannah.

Armstrong Evening College

Armstrong Evening College, as successor of the Savannah Branch of the University of Georgia Off-Campus Center, began operation in June 1951. Fully accredited college classes are offered after 5:30 p.m., Monday through Friday. Classes meet one, two or three evenings a week according to the amount of credit the course offers and its duration.

Students not seeking degrees may enroll in courses on a non-credit basis.

The dates for refunds in the case of withdrawal listed elsewhere in this Bulletin are applicable. When a student is enrolled in more than one course, no refund is allowed for dropping a single course. Refunds are made only in case of withdrawal from the college.

The cost of tuition, etc., is covered under "Fees." Student activity fees are not assessed evening college students unless they wish to participate in the regular activity program of the college.

Qualified Armed Service personnel, currently on active duty, may have their tuition partially defrayed by the services. This is arranged through the unit education officer of the service affected.

Quarterly announcements of Evening College courses, instructors, etc., may be obtained by addressing requests to the Director, Armstrong Evening College, P. O. Box 1913, Savannah, Georgia.

Students employed during the day are advised to limit their enrollment to one or two courses. A student planning to graduate should follow one of the programs of study listed elsewhere in this Bulletin under "Curriculums." The Director of the Evening College and members of the staff are available to assist students in planning their programs.

The Technical Institute Programs

Six programs leading to the degree of Associate in Science are offered by the Armstrong Evening College. These are two year terminal programs which qualify the student as a technician in his chosen field. Curriculums are available in the following technologies: Building Construction, Civil and Electronic. In addition three other programs are offered in cooperation with the Union Bag-Camp Paper Corporation in Chemical, Industrial and Mechanical technologies. In these three fields the basic courses are taught at Armstrong College by the college staff. The advanced technical courses are conducted at the plant of the Union Bag-Camp Paper Corporation by fully qualified company personnel. Excellent shop, laboratory and classroom facilities are available. These courses are fully accredited by Armstrong College and are not restricted to employees of the company.

Tuition for Technical Institute courses taught at Armstrong College is the same as for other Evening College courses. Tuition for the courses conducted at the Union Bag-Camp Paper plant is \$1.00 per credit hour, payable to Armstrong College.

Classes are scheduled whenever possible with duplicate or extra sessions to accommodate shift workers with rotating work hours.

Programs of study and course descriptions in the Technical Institute program will be found elsewhere in this bulletin.

Senior College Courses

A limited number of upper division courses are offered through the Extension Division of the University of Georgia. Instructors in these courses are approved by the heads of the departments at the University of Georgia. The courses carry University of Georgia credit and the grades are recorded in the Registrar's Office at the University of Georgia.

Fees for Extension courses are \$5.00 per quarter hour. A registration fee of \$1.00 is also charged. Registration for Extension courses is handled by representatives of the Extension Division entirely separate from Armstrong registration.

General Regulations

Advisement and Placement Tests

To help a student select a definite objective early in his college program, the Armstrong staff administers to each entering freshman a series of interest and achievement tests. In the fall, these are given during Freshman Week and are scored prior to the student's interview with an adviser. On the basis of these objective measurements, the student's previous record, his interest and his family counsel, the student with the aid of his adviser decides on a program of study which will enable him to accomplish his purpose.

Physical Examinations

Each day student must submit a completed physical examination report on the forms furnished by the college before he can complete his registration. On the basis of the examination, the physical education director will adapt a program of training and recreation to individual requirements. This regulation is not applicable to students enrolled in the Evening College.

Physical Education Program

All regular day students who are candidates for diplomas or certificates are required to attain credit for six physical education courses, one each quarter. A student graduating in less than six quarters may reduce the physical education requirements accordingly. Regular courses should be taken in proper sequence and two required courses should not be scheduled in any one quarter.

A student who has served a minimum of three months in the military services shall be exempt from Physical Education 11. A student who has served a minimum of six months in the military services shall be exempt from Physical Education 11 and 12. Proof of service time shall be presented.

In order for a regular day student to be excused from any one physical education course, he must have his or her doctor sign a special form. A student who does not plan to graduate from Armstrong College will be allowed to register for any one quarter without physical education providing he or she signs the proper form. No student may register without a required physical education course except with written permission from the Physical Education Department.

The physical education department requires all students to make up all excused absences. Any unexcused absence from class will result in a lower final grade.

Course Load

The unit of work for a regular student is 16-17 quarter hours per quarter. A schedule of sixteen quarter hours presupposes that the average student will devote approximately forty-eight hours per week to his college classes and to his preparation therefor.

Except in engineering, permission to enroll for more than 17 quarter hours will be granted only to students who have a "B" average for the preceding quarter. The quarter just prior to graduation, a student may take an extra course which is necessary to meet requirements for graduation. No student will be allowed to register for more than 21 hours in any one quarter.

No student will be allowed to take more than 11 quarter hours of work in the Evening College during the fall, winter and spring quarters unless he has better than a "B" average in the last quarter for which grades are available. A student will be limited to 6 quarter hours during any one term of the summer unless he has better than a "B" average in the last quarter of work for which grades are available. The limitations in the two preceding sentences apply only to students who are full-time employed. All entering students and students with full-time employment are limited to 11 quarter hours of work in the fall, winter and spring quarters; and to 6 quarter hours of work during any one term of the summer session. This regulation does not apply to transient students who are regularly enrolled in another institution.

Admission to Class

Students will be admitted to class when the instructor is furnished an official class card indicating that he has completed his registration and paid his fees in the Business Office.

Conduct

Compliance with the regulations of the faculty and the Regents of University System of Georgia is assumed. Gambling, hazing, and the use on the campus of intoxicating beverages are prohibited.

Reports and Grades

It is felt by the administration and faculty that students in college should be held accountable for their scholarship. Accordingly, report cards, warnings of deficient scholarship and all such notices are not sent to parents or guardians by the Registrar except on request. Instead the students themselves receive these reports and are expected to contact their advisers whenever their work is un-

satisfactory. Report cards are issued at the end of each quarter. Reports of failing grades are issued in the middle of each quarter. Each student has access to an adviser; in addition, the Registrar and all instructors are available to help any student seeking assistance.

Reports are based on the following system of grading:

A plus	95-100	Exceptional	4 honor points per quarter hour
A	90- 94	Excellent	3 honor points per quarter hour
B	80- 89	Good	2 honor points per quarter hour
C	70- 79	Fair	1 honor point per quarter hour
D	60- 69	Poor	No honor points per quarter hour
E		Incomplete	Incomplete must be removed before mid term of the following quarter
F		Failure	Course must be repeated
W		Withdrew	Course must be repeated
W/F		Withdrew Failing	Course must be repeated

A student who receives an "E" (incomplete grade) should consult his instructor at once and arrange to complete the requirements of the course. An "E" grade which has not been removed by the middle of the succeeding quarter automatically becomes an "F".

Any student in the Evening College who is unable to remove a grade of "E" because of absence due to military service or conditions of employment, may appeal to the Academic Standing Committee for a waiver of this regulation.

Honors

Students who have been in attendance for three consecutive quarters taking a normal load (not less than fifteen hours per quarter), and achieving an average grade of "B" or better with no grade below that of "C" will be placed on the Permanent Dean's list. This list is published each June in the commencement program.

Graduates who meet the requirements for the Permanent Dean's List and who are graduating with an average of three honor points per quarter hour, will be designated as graduating summa cum laude (with highest distinction). The designation cum laude (with distinction) will be bestowed upon those meeting the above requirements with an average of two honor points per quarter hour.

A valedictorian will be selected by the graduating class from the five students with the highest scholastic averages in the work completed before the term in which the students graduate.

Students taking a normal load who make a grade of "B" or better in each course during any quarter will be placed on the Dean's Scholastic Attainment List.

Students in the Evening College enrolled for ten or more hours, who earn 15 consecutive quarter hours of credit with grades of "B" or

better in each course will be placed on the Dean's Scholastic Attainment List.

Attendance

Students are expected to attend classes as scheduled. Any absence, whatsoever, from class work entails a loss to the student.

A day student who has been absent from class for a valid reason should have the absence excused with a written statement to his instructor who will initial it. The student will then file this form in the Registrar's office. Excuses must be submitted within seven days from the date the student returns to school; otherwise the absence will not be excused. Evening College students must leave excuses for absence in the Evening College office on a special form provided for that purpose.

Any student whose absences for any cause exceed one third of the number of times the class meets in the quarter will be dropped from the class. The student will be given a "W" if at the time he was dropped he had a passing grade; if at the time he was dropped he was failing, he will be given a "WF".

The above regulation is waived only in those cases approved by the academic standing committee.

Any student who has unexcused absences equal in number to the times the class meets in one week, and has one additional unexcused absence, will be dropped from class. The instructors will notify the Registrar's office when a student should be dropped. The Registrar's office will notify the student. Grades assigned to those who have been dropped will be either W or W/F. A student who is dropped within three weeks after the beginning of the quarter will automatically receive a grade of W. A student who is dropped after the 3rd week of the quarter will receive either a W or a W/F depending upon his status at time the student withdraws or is dropped from class.

Students will be charged with absences incurred by late registration in the college as indicated in the current bulletin and these absences carry the same penalty as the other absences from a course.

Attendance at monthly assemblies is required.

Withdrawals

A formal withdrawal, presented to the Registrar in writing, is a pre-requisite for honorable dismissal from, or re-entrance into, this institution. Any student planning to withdraw should immediately make such intentions known to the administration of the college in writing. This notice is required to receive any authorized refunds.

A student should formally withdraw from any class which he discontinues by securing the written approval of the instructor and

his faculty adviser. This written approval should be filed in the Registrar's office. Grades assigned to those who withdraw will be either W or W/F. A student who withdraws within three weeks after the beginning of the quarter will automatically receive a grade of W. A student who withdraws after the 3rd week of the quarter will receive a W or W/F depending upon his status at the time the student withdraws or is dropped from class.

Dismissal

Any day student failing (except in cases excused before examinations on account of illness) to pass at least one course other than physical education in any one quarter will be dropped from the rolls of the college. Any student who fails to make an average of at least 0.6 honor points per quarter hour in all work scheduled during the first three quarters work at the college will not be allowed to re-register. Withdrawal is recommended to all students who have less than a "C" average at the end of the fourth quarter. At the end of the sixth quarter's work a student must have an 0.8 honor point per quarter hour average in order to re-register.

Any student in the evening program seeking credit who fails (except when excused before final examination on account of illness) to pass at least one course with a recorded grade of "D" or better in two consecutive quarters will be dropped from the rolls of the college. Any student in the evening program who fails to make an average of at least 0.6 honor points per quarter hour in the first 50 quarter hours of work at the college will not be allowed to re-register. Withdrawal is recommended to all students who have less than a "C" average at the end of 70 quarter hours of work. At the end of 90 quarter hours of work, a student must have an average of 0.8 honor points per quarter hour in order to re-register.

Students who have been asked to withdraw on account of academic deficiency will be re-admitted to Armstrong if the student goes to another college for one quarter and maintains a "C" average. If a student does not go to another college he may re-register at Armstrong College after two quarters. He re-enters on probation for one quarter, during which quarter he must make a "C" average.

Requirements for Graduation

The requirements for graduation from Armstrong College of Savannah are listed below:

1. The student will complete a program of study listed elsewhere in the catalog under "Curriculums" with an average grade of "C". Any exceptions to a program may be re-

ferred by a student's adviser to the Committee on Academic Standing.

2. One-third of the work required for graduation will be completed at Armstrong College of Savannah.
3. Examination on the Constitutions. Examinations on the Constitution of the United States and that of the State of Georgia, required of all persons receiving a degree from the College unless exempted by credit in Political Science 13, will be given at times to be announced.

Examination on United States and Georgia History. Examinations on the history of the United States and of Georgia are required of all persons receiving a degree from the College unless exempted by credit in History 100. The examinations will be given at times to be announced.

Candidates for graduation will make application in the Registrar's office two quarters prior to the expected date of graduation.

Recommendations

The recommendations issued by the college are based on the grades the student earns, his student activity record, and the opinions expressed by his instructors on a special student rating form.

The files of the Registrar's office which include all permanent records are consulted regularly by representatives of the Federal Bureau of Investigation, the Civil Service, the local Credit Bureau and other agencies having access to confidential records. A good college record is of vital importance to a student.

Curricula

General

Before registration, the student should PLAN A PROGRAM OF STUDY WITH AN ADVISER. Even if a student knows what courses are required for graduation, he should have on record in the office of his adviser a copy of his program. In order for a student to make any changes in his planned program he must consult his adviser. The adviser and the Registrar will check a student's program and it will be approved two quarters prior to the expected date of graduation.

An associate degree is conferred upon all students who successfully complete at Armstrong College of Savannah one of the two-year programs.

If a student plans to transfer to another institution either before or after graduation, it is essential that he determine what courses must be completed at Armstrong in order to conform with the degree requirement of the institution to which he wishes to transfer.

The Core Curriculum

There are certain bodies of knowledge and certain skills indispensable to every college trained man and woman. The understanding of one's environment and man's struggle to adapt it to useful ends, the ability to communicate his thoughts and feelings, right group-attitudes and coordinated physical activity—these objectives are set up in the following courses required of all students desiring to graduate.

Freshman year: English 14, 15; History, 14, 15; ten quarter hours of natural sciences**, and Physical Education 11, 12, 13. With permission of instructor, students may substitute Physical Education 14 for Physical Education 12 and Physical Education 23 for Physical Education 13.

Students enrolled in one year programs may choose any three of the required physical education* courses as listed for freshmen and sophomores.

Sophomore year: Sophomore English and three quarters of physical education. Students enrolled in certain terminal courses described below may substitute English 28 for one of the required English courses.

A student may choose any three of the following physical education courses: 21, 23, 25, 26, 27, 28, 31.

*Physical Education is not required of Evening College students.

**Natural sciences include biology, chemistry, physics, human biology, and physical science.

Students graduating in less than the six quarters of the regular session may reduce their physical education requirements accordingly. Physical education should be taken in the proper sequence and two courses should not be scheduled in any one quarter.

SENIOR COLLEGE PREPARATORY PROGRAMS

(1) Business Administration*

First Year		Second Year	
English 14, 15—Freshman		English 21, 22—Sophomore	
English	10	English	10
History 14, 15—Western		Physical Education	3
Civilization	10	Business Administration 24, 25—	
Physical Education 11, 12, 13	3	Accounting	10
Laboratory Science	10	Economics 21, 24—Principles	
Mathematics 16—College Algebra	5	and Problems	10
Mathematics 19—Finance	5	Political Science 13—Gov't of	
Electives	5	U. S.	5
		Electives	10
TOTAL	48	TOTAL	48

(2) Engineering

This program will satisfy degree requirements for most types of engineering. The student should obtain a catalog from the senior college he plans to attend and check this program against the requirements. The courses required for the freshman year have been worked out in consultation with the Georgia Institute of Technology.

First Year		Second Year	
English 14, 15—Freshman		English 21, 22—Sophomore	
English	10	English	10
Physical Education 11, 12, 13	3	History 14, 15	10**
Chemistry 11, 12—General	10	Physical Education	3
Mathematics 16, 17, 20—College		Mathematics 21, 22, 23—	
Algebra, Trigonometry and		Calculus	15
Analytic Geometry and Calculus	15	Physics 21, 22, 23	18
Chemistry 13—Qualitative		Political Science 13	5**
Analysis	5		
Engineering 11, 12—Drawing	4	TOTAL	56
Engineering 19—Descriptive			
Geometry	2		
TOTAL	49		

*A student should consult the catalog of his prospective senior college for required subjects. Colleges differ as to what subjects are required for this course.

**3 quarters of a foreign language may be taken in lieu of the social sciences.

(3) Forestry

A one-year program for students in Forestry. The student should obtain a catalog from the senior college he plans to attend and check this program against the requirements.

English 14, 15—Freshman	10
Physical Education 11, 12, 13	3
Biology 11, 12—Botany	10
Economics 21—Principles	5
Engineering 11—Drawing	2
Mathematics 16, 17—College Algebra and Trigonometry	10
Physics 14 or Physical Science 11	5
Political Science 13—Government of U. S.	5
TOTAL	50

(4) Home Economics

First Year

English 14, 15—Freshman	10
History 14, 15—History of Western Civilization	10
Physical Education 11, 12, 13	3
Art 11—Creative Art	5
Home Economics 10—Orientation:	
Careers & Personal Development	5
Home Economics 11—Clothing	5
Laboratory Science	10
TOTAL	48

Second Year

English 21, 22—Sophomore	10
Physical Education	3
Home Economics 12—Family Meal Planning and Serving	5
Home Economics 21—Home Planning and Decorating	5
Home Economics 24—Family Fundamentals	5
Social Studies	10
Electives	5
Mathematics 9 or 16	5

TOTAL 48

(5) Industrial Management

This program will satisfy degree requirements for the first two years of this field of engineering.

First Year

English 14, 15—Freshman	10
History 14—Western Civilization	5
Physical Education 11, 12, 13	3
Chemistry 11, 12—General	10
Chemistry 13—Qualitative Analysis	5
Engineering 11, 12—Drawing	4
Engineering 19—Descriptive Geometry	2
Mathematics 16, 17, 20—College Algebra, Trigonometry and Analytic Geometry and Calculus	15
TOTAL	54

Second Year

English 21, 22—Sophomore	10
Physical Education	3
History 15—Western Civilization	5
Business Administration 24, 25—Principles of Accounting	10
Economics 21, 24—Principles and Problems	10
Mathematics 19—Mathematics of Finance	5
Physics 14, 15, 16—General Physics	15

TOTAL 58

(6) Liberal Arts

This program is recommended for candidates for the A.B. degree, pre-education, pre-law, pre-ministerial, journalism, and other pre-professional concentrations.

First Year

English 14, 15—Freshman English	10
History 14, 15—Western Civilization	10
Physical Education 11, 12, 13	3
Laboratory Science	10
Mathematics 16—College Algebra	5
Mathematics 17—Trigonometry	5
*Foreign Language	10
TOTAL	53

Second Year

English 21, 22—Sophomore English	10
Physical Education	3
*Science	10
Two of the following courses	10
History 25—Recent European	
Political Science 13—Govt. of U.S.	
Psychology 21a—Introductory	
Sociology 20a—Introductory	
Economics 21—Principles	
Philosophy 10—Introductory	
Electives	10
TOTAL	43

(7) Mathematics

A course designed for those students who wish to major in mathematics.

First Year

English 14, 15—Freshman English	10
History 14, 15—Western Civilization	10
Physical Education 11, 12, 13	3
Chemistry or Biology	10
Mathematics 16—College Algebra	5
Mathematics 17—Trigonometry	5
Mathematics 20—Analytic Geometry and Calculus	5
TOTAL	48

Second Year

English 21, 22—Sophomore English	10
Physical Education	3
Physics 14, 15, 16	
21, 22, 23	10
Electives	25
TOTAL	48

(8) Medical Technology

This program is designed for those students who wish to obtain their first two years toward a Bachelor of Science degree in Medical

*A student applying for admission to a senior college which does not require the amount indicated of this subject may, with the approval of his adviser, substitute other courses required by the senior institution during the first two years.

Technology. An Associate in Arts degree is awarded upon successful completion of the academic program described below.

First Year

English 14, 15—Freshman English	10
Biology 14, 15—General Zoology	10
Mathematics 16, 17—Algebra and Trigonometry	10
Chemistry 11, 12, 13— General Chemistry	15
Physical Education 11, 12, 13	3
TOTAL	48

Second Year

English 21, 22—Sophomore English	10
Biology 23—Comparative Anatomy	6
History 14, 15—Western Civilization	10
French or German 11, 12	10
Electives	10
Physical Education	3
TOTAL	49

(38) Music

English 14, 15—Freshman English	10
History 14, 15—Western Civilization	10
Physical Education	3
Applied Music	6
Music 11—Music Theory	5
Music 12—Music Theory	5
Electives	10
TOTAL	49

(9) Physical Education

First Year

English 14, 15—Freshman English	10
History 14, 15—Western Civilization	10
Physical Education 11, 12, 13	3
Biology 14, 15	10
Home Economics In—Nutrition	4
Mathematics 9 or 16	5
**Electives	6
TOTAL	48

Second Year

English 21, 22—Sophomore English	10
Physical Education	3
Biology 18, 19—Anatomy and Physiology	10
***Physical Education 23—Senior Life Saving and Swimming	2
Physical Education 14—Officiating of Basketball	2
Psychology 21a—Introductory	5
Psychology 21b—Experimental	5
Sociology 21—Marriage & the Family	5
**Electives	6
TOTAL	48

** It is recommended that English 28 and Physical Education 20 be taken as elective courses.

***The student is exempt from this course provided he has a Red Cross Senior Life Saving Certificate.

(10) Physics

A course designed for those students who wish to major in Physics.

First Year		Second Year	
English 14, 15—Freshman English	10	English 21, 22—Sophomore English	10
History 14, 15—Western Civilization	10	Physical Education	3
Physical Education 11, 12, 13	3	Mathematics 21, 22, 23—Calculus	15
Chemistry or Biology	10	Physics 21, 22, 23	18
Mathematics 16—College Algebra	5	†Electives	10
Mathematics 17—Trigonometry	5		
Mathematics 20—Analytic Geometry and Calculus	5	TOTAL	56
TOTAL	48		

(11) Pre-Dental

This program is designed for those students who wish to prepare themselves for the study of Dentistry after completing three or more years of academic studies. An Associate in Arts degree is awarded upon successful completion of the academic program described below.

First Year		Second Year	
English 14, 15—Freshman English	10	English 21, 22—Sophomore English	10
Biology 14, 15—General Zoology	10	History 14, 15—Western Civilization	10
Mathematics 16, 17—Algebra & Trigonometry	10	Biology 23—Comparative Anatomy	6
Chemistry 11, 12, 13—General Chemistry	15	French or German 11, 12	10
Physical Education 11, 12, 13	3	Electives	10
TOTAL	48	Physical Education	3
		TOTAL	49

(12) Pre-Medical

This program is designed for those students who wish to prepare themselves for the study of medicine after completing three or more years of academic studies. An Associate in Arts degree is awarded upon completion of the academic program described below.

First Year		Second Year	
English 14, 15—Freshman English	10	English 21, 22—Sophomore English	10
Biology 14, 15—General Zoology	10	Biology 23—Comparative Anatomy	6
Chemistry 11, 12, 13—General Chemistry	15	French or German 11, 12	10
Mathematics 16, 17—Algebra and Trigonometry	10	History 14, 15—Western Civilization	10
Physical Education 11, 12, 13	3	Electives	10
TOTAL	48	Physical Education	3
		TOTAL	49

† Electives should include a foreign language, preferably German.

(13) Pre-Nursing

This is a one-year program for those students who wish to obtain their freshman requirements to be transferred to a school of nursing offering a B.S. in Nursing.

First Year

English 14, 15—Freshman English	10
History 14, 15—Western Civilization	10
Chemistry 11—General Chemistry	5
Sociology 20a—Introductory Sociology	5
Psychology 21a—Introductory Psychology	5
Psychology	5
Physics 14—General Physics	5
Physical Education 11, 12, 13	3
TOTAL	48

In addition to the above requirements, the School of Nursing, Medical College of Georgia, requires that the student satisfy the State requirements covering the Constitution of the United States and the History of the United States and Georgia by completing an examination in each of these two areas or by taking Political Science 13 and History 100. In addition it should be pointed out that the pre-requisites for taking Physics 14 are Mathematics 16 and 17 (College Algebra and Trigonometry). It should be obvious at this point that in order to complete all of these requirements, the student should begin this program in the summer preceding the anticipated Fall enrollment.

(14) Pre-Optometry

The requirements for admission to the schools and colleges of optometry in the United States are relatively uniform but are not identical. The practice of optometry in all states is regulated by Boards of Examiners in Optometry. The following concentration will prepare a student for transfer to any school or college of optometry in the United States and Canada.

First Year

English 14, 15—Freshman English	10
History 14, 15—Western Civilization	10
Biology 14, 15—General Zoology	10
Chemistry 11, 12—General Chemistry	10
Mathematics 16—College Algebra	5
Physical Education 11, 12, 13	3
TOTAL	48

Second Year

English 21, 22—Sophomore English	10
Biology 23—Comparative Anatomy	6
Mathematics 17, 20—Trigonometry and Analytics	10
Sociology 20a—Introductory	5
Psychology 21a—Introductory	5
Electives	10
Physical Education	3
TOTAL	49

(15) Pre-Pharmacy

This is a two-year concentration for those students who wish to obtain their freshman requirements for entrance to a school of pharmacy. The regional schools of pharmacy require three years minimum in residence at the School of Pharmacy.

This program is designed for those students who wish to prepare themselves for the study of Pharmacy after completing two years of academic studies. Beginning in 1960 all students of Pharmacy are required to complete a five-year program, two of which are in Pre-Pharmacy and three in an accredited School of Pharmacy. An Associate in Arts degree is awarded upon completion of the academic program described below.

First Year		Second Year	
English 14, 15—Freshman English	10	English 21, 22—Sophomore English	10
History 14, 15—Western Civilization	10	Economics 21—Economic Principles	5
Mathematics 16, 17—Algebra and Trigonometry	10	Political Science 13—Government of U. S.	5
Chemistry 11, 12, 13—General Chemistry	15	Physics 14—General Physics	5
Physical Education 11, 12, 13	3	Biology 11, 14, 15—Botany & Zoology	15
TOTAL	48	Electives	10
		Physical Education	3
		TOTAL	48

(16) Pre-Veterinary

This is a one-year program for those students who wish to obtain their freshman requirements to be transferred to a senior institution. Some colleges and universities require a veterinary student to begin specializing in his second year. If a student desires a well-rounded foundation for the study of veterinary medicine, it is recommended that he pursue the two year pre-medical program.

English 14, 15—Freshman English	10
History 14, 15—Western Civilization	10
Physical Education 11, 12, 13	3
Biology 14, 15	10
Chemistry 11, 12	10
Mathematics 16, 17	10
TOTAL	53

(17) Teaching

The subjects required in the freshman and sophomore years by colleges preparing teachers are general in nature: English, history, mathematics, sciences, social studies and physical education, to men-

tion some of these. The program below enables prospective teachers to be certified by the State Department of Education as having completed two years of college and entitles the student to the Associate in Arts Degree.

First Year

English 14, 15	10
History 14, 15—	10
Biological Science	10
Physical Ed. 11, 12, 13	3
Political Science 13	5
Art 11 or Music 20	5
*Electives	5
TOTAL	48

Second Year

Education 21	5
English 21, 22	10
Mathematics 9 or 16	5
Physical Education	3
Psychology 21a	5
*Electives	20
TOTAL	48

TERMINAL PROGRAMS

(18) Business Administration

Dept. Head
Mr Lamar W Davis
Accounting & Economic

TWO-YEAR TERMINAL

First Year

Business Administration 24, 25—	
Accounting	10
English 14, 15—Freshman English	10
History 14, 15—Western	
Civilization	10
Natural Science	10
Physical Education 11, 12, 13	3
Elective	5
TOTAL	48

Second Year

Bus. Administration 34, 35—	
Intermediate Accounting	10
English 21, 22 or English 21, 28	10
Economics 21, 24—Principles	
of Economics	10
Bus. Administration 27—	
Business Law	5
Physical Education	3
Electives	10
TOTAL	48

A student who desires further training in this field may enroll for additional courses chosen from the following list. A certificate will be awarded upon satisfactory completion of 45 hours of work.

* Students in this curriculum should secure the catalog of the senior college which they plan to attend and plan a program with an adviser. Recommended electives for elementary teachers include health, geography, economics, Georgia problems (Social Science 4), English 28 and additional science courses.

Business Administration 36, 37—Income Tax Accounting	10
Business Administration 29—Cost Accounting	5
Business Administration 160—Principles of Management	5
Business Administration 28—Business Law	5
Electives chosen from Business Administration, Economics or Industrial Technology courses	20
TOTAL	45

(20) Business Administration

General

TWO-YEAR TERMINAL

First Year		Second Year	
English 14, 15—Freshman English	10	Bus. Administration 24, 25—	
History 14, 15—Western		Principles of Accounting	10
Civilization	10	English 21, 22 or English 21, 28	10
Natural Science	10	Bus. Administration 27— Bus. Law	5
Economics 21, 24—Principles		Electives	20
of Economics	10	Physical Education	3
Bus. Administration 160—			
Principles of Management	5	TOTAL	48
Physical Education 11, 12, 13	3		
TOTAL	48		

A student who desires further training in this field may enroll for additional courses chosen from the following list. A certificate will be awarded upon satisfactory completion of 45 hours of work.

Business Administration T 28—Business Law	5
Business Administration T 151—Principles of Transportation	5
Business Administration T 161—Principles of Insurance	5
Business Administration T 162—Real Estate Principles	5
Economics T 125—Elementary Economic Statistics	5
Economics T 127—Money and Banking	5
Economics T 128—Principles of Marketing	5
Economics T 129—Labor Economics	5
Economics T 130—Personnel Administration	5
Economics T 131—Government and Business	5
Economics T 132—Investments	5

Students interested in the field of Industrial Management may substitute 15 hours in the Industrial Technology Curriculum from the following courses:

IT 121—Production Organization	3
IT 122—Economic Analysis	3
IT 123—Production and Cost Control	3
IT 124—Time and Motion Study	3
IT 127—Data Presentation	3
IT 128—Personnel Motivation	3

(21) Business Administration

Transportation

As a communications center, Savannah offers many opportunities to students trained in traffic and transportation management. A committee of experts from business, industry, the railroads and truck lines, in consultation with the evening college staff, proposed the professional classes listed below.

First Year

English 14, 15—Freshman English	10
History 14, 15—Western Civilization	10
Bus. Administration T-151—Introduction to Transportation	5
Bus. Administration T-152—Elementary Rates & Tariffs	5
Bus. Administration T-153—Intermediate Rates & Tariffs	5
Economics 21, 24—Principles and Problems	10
TOTAL	45

Second Year

English 21, 22—World Literature or English 28—Public Speaking and Bus. Administration 115—Bus. Correspondence	10
Natural Science	10
Bus. Administration T-154—Advanced Rates & Tariffs	5
Bus. Administration T-155—Interstate Commerce Law	5
Bus. Administration T-156—Interstate Commerce Commission and Public Service Commission Procedure	5
Bus. Administration 24, 25—Elementary Accounting	10
TOTAL	45

Students desiring further training in this general field may select five other subjects listed under the Business Administration, General, (curriculum number 20). A certificate will be awarded upon completion of 45 hours additional work.

(22) Transportation

Fifty-Hour Concentration in Transportation

Students wishing a thorough background in transportation may receive a certificate upon satisfactory completion of the program that follows:

BA T-151—Introduction to Transportation	5
BA T-152—Elementary Rates and Tariffs	5
BA T-153—Intermediate Rates and Tariffs	5
BA T-154—Advanced Rates and Tariffs	5
BA T-155—Interstate Commerce Law	5
BA T-156—Interstate Commerce Commission and Public Service Commission Procedure	5
Economics 121 and 124—Principles and Problems	10
English 114 and 115—Freshman English, or English 128—Public Speaking and BA 115—Business Correspondence	10
TOTAL	50

(23) Business Administration

One-Year Program

A one year program in Business Administration (with emphasis on business courses) for those persons who may not wish to complete the two-year concentration. A certificate will be awarded to those who successfully complete the program.

Business Administration 24, 25, 34	15
Economics 21, 24	10
Business Administration 27	5
English	5
Mathematics	5
Physical Education	3
Elective	5
TOTAL	48

(24) Commerce Secretarial

This program is designed to meet the needs of those students who wish to qualify for secretarial positions in business. If, due to prior training, a student is permitted by the instructor to omit the beginning theory courses in shorthand or typing, the student must choose elective subjects to supplement the total college hours required.

First Year		Second Year	
English 14, 15—Freshman English 10		Business Administration 24—	
History 14, 15—Western	10	Accounting	10
Civilization	10	*English 21, 22	10
Physical Education 11, 12, 13	3	Commerce 17—Office Practice	5
Natural Science	10	Commerce 21 a-b-c—Typing	6
Commerce 11 a-b-c—Typing	6	Commerce 22 a-b-c—Shorthand	15
Commerce 12 a-b-c—Shorthand	15	Physical Education	3
TOTAL	54	TOTAL	44

(25) Commerce Stenographic

A student who has only one year to spend in college may acquire some of the clerical skills which will enable her to secure employment as a stenographer or clerk. Whether or not a student will be placed in beginning theory classes of shorthand or typing will depend upon how much previous training she has had in those subjects; a more advanced standing must be approved by the instructor. A certificate is awarded upon completion of the following program.

* English 28 may be substituted for English 22.

Commerce 11 a, b, c—Typing	6
Commerce 12 a, b, c—Shorthand	15
Commerce 17—Office Practice	5
Business Administration 24—Accounting	5
**English 14, 15—Freshman	10
Physical Education 11, 12, 13	3
Elective	5
TOTAL	49

(26) Home Economics

This course is designed to meet the needs of those women who plan to complete their college work at Armstrong. Sufficient electives are allowed to enable the student to select commerce subjects which have a vocational value or cultural subjects for worthy use of leisure time.

First Year

English 14, 15—Freshman English	10
History 14, 15—Western	
Civilization	10
Physical Education	3
Natural Science	10
Home Economics 10—Orientation:	
Personal Development	5
Home Economics 11—Clothing	5
Psychology 21a—Introductory	5
TOTAL	48

Second Year

English 21, 22—Sophomore	
English	10
Physical Education	3
Home Economics 21—Home	
Planning and Decorating	5
Home Economics 24—Family	
Fundamentals	5
Home Economics 12—Family	
Meal Planning and Serving	5
Electives	20
TOTAL	48

(27) Human Relations*

The Terminal sequence in Human Relations is designed to start with the student's immediate interests in earning methods of study and aptitude measurement. The next course, on principles and facts about the individual's growth, needs, feelings and learning about the world around him, is followed by a practical application through experiments or by interning in selected community programs where individual development and adjustment may be directly observed. This leads to a study of a person's relationship to his social groups, a study of marriage and family adjustment, principles and facts about the way that our society is organized and finally to a practical study, through local organizations, of needs and resources for human adjustment in our community. A student who completes this sequence should have a basic understanding of himself and others that will improve his

* Students in other concentrations may elect any Psychology or Sociology course in this program without adhering to the above sequence. Prerequisites are necessary in Psychology 21b, Sociology 20b and Psychology 22.

**English 28 may be substituted for English 15.

effectiveness in his family, his work (whether in the home or employed elsewhere), his social relationships and his responsible participation in community living.

First Year

English 14, 15, Freshman English	10
History 14, 15—Western Civilization	10
Physical Education 11, 12, 13	3
Mathematics 9 or 16	5
Political Science 13	5
Psychology 20—Applied Psychology	5
Psychology 21a—Introductory Psychology	5
Psychology 21b—Experimental Psychology	5
TOTAL	48

Second Year

English 21, 22—Sophomore English	10
Biology 14, 15—General Zoology or	
Biology 16, 17—Human Biology	10
Physical Education	3
Sociology 21—Marriage and Family	5
Psychology 22—Social Psychology	5
Sociology 20a—Introductory Sociology	5
Sociology 20b—Social Problems	5
Elective	5
TOTAL	48

(28) Liberal Arts

A student in the Liberal Arts, Terminal program may select the remainder of his electives from courses offered by the college in order to prepare for a vocation or to pursue a special interest.

First Year

English 14, 15, Freshman English	10
History 14, 15—Western Civilization	10
Physical Education 11, 12, 13	3
Natural Science	10
Mathematics 9 or 16	5
**Electives	10

Second Year

TOTAL	48
English 21, 22—Sophomore English	10
Physical Education	3
**Electives	35
TOTAL	48

A student who desires further training in this field may enroll for additional courses chosen from the following list. A certificate will be awarded upon satisfactory completion of 45 hours of work.

History 25	5
Philosophy 10	5
Select 20 hours from the following	20
French, German or Spanish	
Two additional laboratory (double) or Mathematics Courses	
Electives	15

****A student must elect 20 hours from at least three of the following departments: Foreign Language, Political Science, Economics, Fine Arts, Home Economics, Philosophy, Psychology, Sociology, Mathematics (other than Mathematics 19).**

(29) Medical Technology

This is a two-year program for those students who wish to meet the requirements of the American Society of Clinical Pathologists and who will complete their training at some approved school of Medical Technology. An Associate in Arts degree is awarded upon successful completion of the academic program described below.

Armstrong College is affiliated with the Savannah School for Medical Technologists, which is nationally approved. It is possible for a student to meet all requirements for national registration through these two institutions.

First Year

English 14, 15, Freshman English	10
Biology 14, 15—General Zoology	10
Mathematics 16—College Algebra	5
Chemistry 11, 12, 13—General	
Chemistry	15
**Electives	5
Physical Education 11, 12, 13	3
TOTAL	48

Second Year

English 21, 22—Sophomore	
English	10
Chemistry 25a, 25b—	
Quantitative	7
Biology 23—Comparative	
Anatomy	6
Biology 21—Microbiology	5
History 14, 15—Western	
Civilization	10
**Electives	7 to 10
Physical Education	3
TOTAL	48 to 51

(40) Medical Office Assistant

This two year curriculum leading to the degree of Associate in Arts is designed to develop a graduate who can meet the ever-increasing demand for efficient assistants trained not only in standard office operations but also in professional ethics and the routine technical procedures that are commonly carried on in the physician's office. In addition, the student will have a good background in the area of general education.

The Medical Office Assistant must be prepared to act as receptionist, office nurse, secretary and laboratory assistant. She must be tactful, understanding and discreet, as well as meticulously accurate in laboratory work and the keeping of medical and financial records. Such an assistant would be in demand not only in physicians' offices but in hospitals, clinics, public health agencies, and a number of other institutions in the areas of health and welfare.

**Electives strongly recommended are Physics, Typing and Psychology. It should be noted that if Physics is desired, an additional course in mathematics should be taken, preferably during the Freshman year.

First Year

Commerce 11a, b, c—Typing	6
Commerce 12a, b, c—Shorthand	15
English 14, 15. Freshman English	10
Biology 18, 19—Anatomy & Physiology	10
History 14—Western Civilization	5
Bus. Administration 24—Accounting	5
Physical Education 11, 12, 13	3

TOTAL	54
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Second Year

Biology 21, 22—Microbiology and Clinical Laboratory	10
Chemistry 11—Inorganic	5
English 21—Sophomore English	5
English 22 or 28—Sophomore English or Public Speaking	5
History 15—Western Civilization	5
Commerce 24—Med. Terminology and Dictation	5
Commerce 28—Med. Office Practice	5
Psychology 21—Introductory	5
Physical Education	3

TOTAL	48
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TECHNICAL INSTITUTE PROGRAMS

LEADING TO THE DEGREE OF ASSOCIATE IN SCIENCE

BASIC SUBJECTS

Required in all Technical Institute Programs

Course descriptions for Technical Institute Programs are listed elsewhere in this Bulletin. A student may register for any of the subjects in the program of his choice as soon as he has met the prerequisites.

English 14	Freshman English	5
GT 114	Technical Mathematics I (or Math 16)	5
GT 115	Technical Mathematics II (or Math 17)	5
Physics 14	Mechanics	5
Physics 15	Electricity	5
Physics 16	Heat, Sound, Light	5
Engineering 11	Engineering Drawing	3
Psychology 20	Applied Psychology	5
GT 113	Technical Report Writing	3
GT 112 or	Public Speaking	3
English 28 or	Fundamentals of Speech	5
English 50	Public Speaking	5

44 or 46

(39) Building Construction Technology

Building Construction Technology deals with the design, construction and construction supervision of homes, industrial plants, offices, schools and hospitals. The student is taught to design, draw plans and follow through with construction details and methods.

Graduates in this program will be qualified for many positions, including engineering draftsman, general contractor, junior engineer,

architectural draftsman and estimator, building inspector, and many others.

Civ. T 121	Elementary Surveying	6
BCT 121	Graphics	6
Civ. T 143	Mechanics of Materials	6
BCT 211	Wood and Steel Construction	5
BCT 212	Concrete Construction	5
Civ. T 211	Structural Drafting I	2
Civ. T 212	Structural Drafting II	2
BCT 222	Building Design I	6
BCT 223	Building Design II	6
BCT 224	Building Design III	6
BCT 142	Construction Materials and Estimates	6
BCT 243	Building Equipment	3
BCT 231	Architectural History	3

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(31) Chemical Technology

The curriculum for Chemical Technology has been designed to meet the needs of the chemical, paper and other related heavy industries for competent and well-trained technicians. The program gives the student a working knowledge of the fundamental branches of formal chemistry and chemical engineering.

Industries are placing greater emphasis every year on instrumental methods of analysis which are far more rigid and precise than formal chemical methods. The student completing the curriculum in Chemical Technology will acquire training in the theory and use of these electronic, optical and thermal instruments.

Positions open to graduates are assistant to research personnel, control chemist, assistant to chemical engineers, analyst and pilot plant assistant, as well as many others.

Chemistry 11	General Inorganic	5
Chemistry 12	General Inorganic	5
Chemistry 13	Qualitative Inorganic Analysis	5
Engineering 12	Engineering Drawing	3
Chemistry 25a	Quantitative Inorganic Analysis	4
Chemistry 25b	Quantitative Inorganic Analysis	3
*GT 111	Industrial Safety	1½
*CT 120	Analysis of Variations	3
*CT 121	Experimental Design	3
*CT 160	Material & Energy Balances	5
*CT 162	Elementary Chemical Processes	4
*CT 165	Industrial Chemistry	4

45½

In addition, the student will select one of the two options listed below.

* These courses will be taught at the plant of the Union Bag-Camp Paper Corporation.

PULP AND PAPER OPTION

*CT 140	Pulping	5
*CT 141	Paper Machinery	5
*CT 142	Paper Testing	3
*CT 143	Pulp Testing	3
*CT 164	Wood Structure and Properties	4

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CHEMICAL OPTION

Engineering 13	Engineering Drawing	3
GT 120	Applied Higher Mathematics	5
Mathematics 114	Slide Rule	2
*CT 150	Organic Chemistry	5
*CT 151	Industrial Chemical Analysis	3

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(32) Industrial Technology

The curriculum in Industrial Technology is designed to enable the graduate to compete successfully for a variety of supervisory and management positions in manufacturing industries. These positions are in such categories as personnel work, quality control, methods and cost control, and the equipment, planning and production functions. The graduate will also be qualified for many staff positions with transportation, distributing and utility companies, and for the operation of private business.

Economics 21	Principles and Problems of Economics	5
Economics 24	Principles and Problems of Economics	5
Economics T-128	Principles of Marketing	5
Business Adm. 24	Principles of Accounting	5
Engineering 12	Engineering Drawing	3
Engineering 13	Engineering Drawing	3
Chemistry 11	General Inorganic	5
Chemistry 12	General Inorganic	5
*GT 111	Industrial Safety	1½
*IT 120	Manufacturing Processes	3
*IT 121	Production Organization	3
*IT 122	Economic Analysis	3
*IT 123	Production and Cost Control	3
*IT 124	Time and Motion Study	3
*IT 125	Mechanical Methods	2
*IT 126	Advanced Time and Motion Study	3
*IT 127	Data Presentation	3
*IT 128	Personnel Motivation	3

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(37) Mechanical Technology

This field embraces the manufacture and production of mechanical products and the tools, machines and processes by which they are made. In a broad sense mechanical technology is the creation and

* These courses will be taught at the plant of the Union Bag-Camp Paper Corporation.

utilization of mechanical power, and men with technical institute type of training in this field possess a knowledge that is basic to companies in nearly every line of business throughout the world.

Positions open to mechanical technicians include various kinds of inspection, maintenance men, engineer's assistant, foreman in various fields, production supervisor and junior designer of machines or tools and dies.

Mathematics 114	Slide Rule	2
Chemistry 11	General Inorganic	5
Chemistry 12	General Inorganic	5
Economics 21	Principles and Problems	5
Engineering 12, 13	Engineering Drawing	6
Civ. T 143	Mechanics of Materials	6
*MT 120	Tools and Methods	5
*GT 111	Industrial Safety	1½
*IT 120	Manufacturing Processes	3
*IT 125	Mechanical Methods	2
*MT 122	Machine Shop	5
*MT 123	Metallurgy, Welding, Heat Tr.	6
**MT 126	General Sheet Metal	2
*MT 127	Industrial Electricity	4
*MT 128	Fluid Mechanics	5
*IT 124	Time, Motion Study	3
		65½

(34) Civil Technology

Civil Technology covers one of the broader fields in the Technical Institute Program. The civil technician is a surveyor, a construction man on buildings of all kinds, highways and railroads, hydroelectric projects, locks, dams, tunnel and similar projects. He is trained to handle work in any of these fields with a minimum of supervision.

Civ. T 141	Blueprint Reading	3
BCT. 142	Construction Materials and Estimates	6
Civ. T 121	Elementary Surveying	6
Civ. T 122	Route Surveying	5
Civ. T 131	Highway Construction	3
BCT 211	Wood and Steel Construction	5
BCT 212	Concrete Construction	5
Civ. T 212	Structural Drafting I	2
Civ. T 213	Structural Drafting II	2
Civ. T 224	Topographic and Contour Surveying	4
Civ. T 223	Land Surveys	5
Civ. T 232	Heavy Construction	4
Civ. T 241	Hydraulics	6
Civ. T 143	Mechanics of Materials	6
		62

* These courses will be taught at the plant of the Union Bag-Camp Paper Corporation.

**This class will be conducted at the plant of the Great Dane Trailers, Inc.

(36) Electronics and Communication Technology

This course gives the student training in the fields of electrical and electronic circuitry, transmission lines, radiation, wave filters, instrumentation and test equipment, telephony, AM and FM radio, television and radar.

Students completing the electronics course should be able to fill responsible positions as production and maintenance technicians and project and control technicians in the fields of radio, television and radar; electronics laboratory and research technicians and electronic equipment sales and service technicians.

GT 120	Applied Higher Mathematics	5
Elec. T 121	Alternating Current Circuits I	6
Elec. T 122	Alternating Current Circuits II	6
Elec. T 223	Alternating Current Circuits III	4
Elec. T 131	Basic Electronics	6
Elec. T 232	Industrial Electronics	6
Elec. T 233	Advanced Electronics	4
Elec. T 241	Communications Circuits I	6
Elec. T 242	Communications Circuits II	6
Elec. T 243	Communications Circuits III	4
Elec. T 254	Electrical Machinery	3
Elec. T 261	Communications Technology I	6
Elec. T 262	Communications Technology II	6
Elec. T 263	Television Technology	4

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Plus *one* of the following electives:

Civ. T 141	Blueprint Reading	3
CT 120	Analysis of Variations	3
GT 111	Industrial Safety	1½
Math. 121	Calculus	5
Math. 114	Slide Rule	2

Course Descriptions

General

Armstrong College reserves the right to (1) withdraw any course for which less than ten students register, (2) limit the enrollment in any course or class section, (3) fix the time of meeting of all classes and sections, and (4) offer such additional courses as demand and staff personnel warrant.

No credit will be given in beginning courses in languages where the same or similar courses have been presented for admission from high school.

Where two or more courses are listed under one description no credit for graduation will be given until the sequence is completed, for example: Biology 16-17.

Economics and Business Administration courses marked with a T are terminal courses, and do not transfer to the University of Georgia. Technical Institute courses transfer only to another Technical Institute.

After each course name, there are three numbers in parentheses. The first number listed is the number of hours of lecture; the second, the number of hours of laboratory; and the third, the number of quarter hours of credit the course carries. For example: Biology 11-General Botany (3-4-5).

Art

Art 11—Creative Art (3-4-5). Spring.

Drawing, painting and design principles, with some pertinent background history. Introductory practice in techniques, and application to everyday life needs.

Art 13—Ceramics (5-0-5).

A beginner's course in the fundamentals of pottery and clay modeling. Various ways of forming clay, decorating, glazing and firing suitable subjects.

Art 14—Ceramics (5-0-5).

A continuation of the beginner's course with emphasis on design, using the potter's wheel and understanding the use of glazes. Work may be developed in pottery or clay sculpture.

Biology

Biology 11—General Botany (3-4-5). Fall.

A study of the structure of roots, stems and leaves, basic physiology and ecology of plants. Laboratory work on representative species.

Biology 12—General Botany (3-4-5). Spring. Prerequisite: Biology 11.

A study of reproduction, heredity and evolution of seed plants, with studies of representative species of the other major plant groups. Laboratory work includes frequent field trips.

Biology 14—General Zoology (3-4-5). Fall and Winter.

Introduction to animal structures and function and a survey of the invertebrate phyla. Laboratory work on representative species of the basic invertebrate phyla.

Biology 15—General Zoology (3-4-5). Winter and Spring. Prerequisite: Botany 14.

Study of vertebrate structure and function, using selected vertebrate material for laboratory dissection.

Biology 16-17—Human Biology (5-0-5). Winter and Spring. Four lectures and one demonstration period.

A non-laboratory course beginning with a survey of the basic biological principles and continuing with a study of the structure and function of the human body. The second quarter is a continuation of the first and concludes with a study of the principles of genetics and evolution. No credit for graduation is allowed until sequence is completed.

Biology 18-19—Human Anatomy and Physiology (3-4-5). Fall and Winter.

A two-quarter course considering the gross anatomy, histology and physiology of the organ systems. Laboratory work includes thorough dissection of a typical mammal as well as basic experiments in physiology. Not for pre-medical and pre-dental students.

Biology 20—General Entomology. (5-0-5). Spring. Prerequisite—One quarter of a laboratory biology. Four lectures and one demonstration period each week.

A study of the structure, biology, classification and control of important and significant insects as applied to man.

Biology 21—Microbiology (3-4-5). Spring. Prerequisites: Ten hours of a biological science with a laboratory and five hours of inorganic chemistry.

An introduction to micro-organisms with primary emphasis on bacteria. The morphology, life history and public health importance of representative bacteria, molds, viruses, protozoa and helminthes are considered.

Biology 22—Clinical Laboratory (3-4-5). Prerequisite: Sophomore standing.

Sterilization of gloves and instruments; professional assistance to

the doctor; injections; urinalysis, hematology, hemoglobin determination, EKG and basal metabolism techniques.

Biology 23—Comparative Vertebrate Anatomy (3-6-6). Fall. Prerequisite: Biology 14 and 15.

A study of the anatomy and evolution of the organ systems of the vertebrates. Laboratory work on *Squalus*, *Necturus* and the cat.

Business Administration

Business Administration 24—Principles of Accounting, Introductory (5-0-5). Fall, Winter and Spring.

An introduction to the fundamental principles and procedures of accounting, including a study of the journal, the ledger, working papers, accounting statements, controlling accounts, special journals and the voucher adjustment system.

Business Administration 25—Principles of Accounting, Introductory (5-0-5). Winter and Spring. Prerequisite: Business Administration 24.

An application of accounting principles to certain problems such as the proprietorship, the partnership, the corporation, departmental operations, manufacturing accounts and the analysis of financial statements.

Business Administration T-27—Business Law (5-0-5). Fall.

Law governing the basic principles applicable to the following subjects. Contracts: offer and acceptance, consideration, performance, rights of third parties and discharge. Agency: creation of an agency, liabilities of principal and agent. Negotiable instruments: elements of negotiability, endorsement and transfer, liabilities of parties, discharge.

Business Administration T-28—Business Law (5-0-5). Spring.

The law governing the basic legal principles applicable to the following subjects which are of particular interest to those planning to major in accounting. Partnership: formation, powers, liabilities of partners, termination. Corporation: formation, power rights of security holders, types of securities. Sales: vesting of title, warrants, remedies.

Business Administration T-29—Cost Accounting (5-0-5). Spring. Prerequisite: Business Administration 25.

Methods of determining and distributing costs in manufacturing the order and the process methods.

Business Administration T-34—Principles of Accounting, Intermediate (5-0-5). Spring. Prerequisite: Business Administration 25.

Basic accounting theory and the solution of problems requiring an application of accounting theory.

Business Administration T-35—Intermediate Accounting (5-0-5). Second course. Prerequisite: Business Administration T-34.

A continuation of Business Administration T-34 emphasizing the theories of valuation of fixed assets and liability accounts, the application of these theories and the interpretation of financial statements prepared on the basis of these theories.

Business Administration T-36—Income Tax Accounting. Fall. (5-0-5). Prerequisite: Business Administration 25.

A study of federal income tax laws and the application of these laws to the income tax returns of individuals, partnerships and corporations.

Business Administration T-37—Tax Accounting (5-0-5). Prerequisite: Business Administration T-36 (136).

A continuation of Business Administration T-36 with emphasis on corporations and fiduciary returns and social security taxes, gift taxes and estate taxes.

Business Administration 115—Business Correspondence (5-0-5). Fall.

A study of business correspondence, letters, information reports, follow-up sales programs, statistical analysis and inter-office communication. Stress is placed upon the mastery of fundamentals of clear writing.

Business Administration T-31—Retail Advertising and Sales Promotion (5-0-5). Prerequisite: Economics 24.

A course in retail advertising and sales promotion basically concerned with selling in the retail fields—emphasizing the psychology of advertising as a branch of sales. The course explores the various media and culminates with direct sales approaches. Primarily an advertising course, it can be easily tailored to meet the needs of the average salesman.

Business Administration T-151—Introduction to Transportation (5-0-5). Fall.

History of transportation; development leading to legislative supervision of railroads; developments leading to Federal regulation of carriers, other than railroads; freight classifications; principles of freight rates and tariff.

Business Administration T-152—Elementary Rates and Tariffs. (5-0-5). Winter. Prerequisite: Business Administration T-151 or permission of instructor.

Shipping documents and their application; special freight services; freight claims, overcharge and loss and damage; freight tariff

circulars; construction and filing of tariffs; terminal facilities and switching; and demurrage.

Business Administration T-153—Intermediate Rates and Tariffs. (5-0-5). Spring. Prerequisite: Business Administration T-152, or permission of instructor.

Reconsignment and diversion; transit privileges; rules governing stopping in transit shipments for partial unloading and to complete loading; weights, weighing, and payment of freight charges; warehousing and distribution; material handling; and packaging.

Business Administration T-154—Advanced Rates and Tariffs. (5-0-5). Fall. Prerequisite: Business Administration T-153, or permission of the instructor.

Through routes and rates; milling in transit; technical tariff and rate interpretation; overcharges and undercharges; loss and damage claims; import and export traffic; and classification committee procedure.

Business Administration T-155—Interstate Commerce Law. (5-0-5). Winter. Prerequisite: Business Administration T-154, or permission of the instructor.

Evolution of Interstate Commerce Act; construction of Interstate Commerce Act; interpretation and application of Interstate Commerce Act; application of penalties under the Interstate Commerce Act; creation and organization of Interstate Commerce Commission; practice before the Interstate Commerce Commission.

Business Administration T-156—Interstate Commerce Commission and Public Service Commission Procedure (5-0-5). Spring. Prerequisite: Business Administration T-155, or permission of the instructor.

Practice before Interstate Commerce Commission; statutory authority for awarding damages; revision of Commission's decision; general review.

Business Administration 160—Principles of Management. (5-0-5). Prerequisite: Economics 24.

Designed to prepare students in the fundamentals of all phases of administrative, staff and operative management. Successful management principles and techniques are given for all fields of business which include: business objectives, policies, functions, executive leadership, organization structure and morale, cooperative procedure and control procedure.

Business Administration T-161—Principles of Insurance (5-0-5). Prerequisite: Economics 24.

A comprehensive treatment of the insurance field: an explana-

tion of the different types of insurance and fundamental underlying principles, the organization of the insurance business and accepted insurance practices.

Business Administration T-162—Real Estate Principles (5-0-5).
Prerequisite: Economics 24.

A consideration of the general principles of property utilization, the law dealing with ownership, transfer of title and liens; the appraisal process, determinants of values, the real estate cycle, management and salesmanship and regulatory legislation.

Chemistry

Chemistry 11—General Inorganic (4-3-5). Fall and Winter.
Prerequisite: Two years of high school algebra, Mathematics 9, or consent of instructor.

The chemistry of some important metallic and non-metallic elements including a systematic treatment of chemical principles and their applications.

Chemistry 12—General Inorganic (4-3-5). Winter and Spring.
Prerequisite: Chemistry 11.

This course is a continuation of Chemistry 11.

Chemistry 13—Qualitative Inorganic Analysis (3-6-5). Spring.
Prerequisite: Chemistry 12.

A study of the fundamental theories of qualitative analysis of common cations and anions by semi-micro methods.

Chemistry 25a—Quantitative Inorganic Analysis (2-6-4). Winter.
Prerequisite: Chemistry 13 or approval of the instructor.

A study of the fundamental theories and applications of quantitative analysis involving volumetric and gravimetric methods. No credit is given for this course before completion of Chemistry 25b.

Chemistry 25b—Quantitative Inorganic Analysis (1-6-3). Spring.
Prerequisite: Chemistry 25a or its equivalent.

This course is a continuation of Chemistry 25a.

Commerce

Commerce 11a—Beginning Typing (0-5-2). Fall, Winter and Spring.

This course consists of introductory instruction in the technical features and care of the machine, position, fingering, proper technique and mastery of the keyboard.

Commerce 11b—Beginning Typing Continued (0-5-2). Fall, Winter and Spring.

This course is a continuation of speed development. In addition, instruction in typing letters and setting up simple tabulations is given.

Commerce 11c—Intermediate Typing (0-5-2). Fall, Winter and Spring. Prerequisite: Commerce 11a-b or equivalent.

A typewriter course in which emphasis is placed on speed building and accuracy. Special typing problems such as business letters, minutes, notices, stencil cutting and carbon copies are stressed.

Commerce 12a-b—Beginning Shorthand (5-0-5). Fall and Winter.

Complete theory of Gregg Shorthand simplified. Reading dictation and transcription from studied material.

Commerce 12c—Intermediate Shorthand (5-0-5). Spring.

Dictation and transcription of new and studied material. Student is required to take dictation at the rate of eighty words a minute.

Commerce 13a—Burroughs Calculator and Comptometer (0-5-2). Fall, Winter and Spring.

The objective of this course is to build speed and accuracy in the operation of the Burroughs Calculator and Comptometer and a thorough review of business mathematics. This quarter is devoted to the operation of the four fundamentals in arithmetic on the calculator.

Commerce 13b—Burroughs Calculator and Comptometer (0-5-2). Fall, Winter and Spring.

The following business mathematics is reviewed and applied on the machine during this quarter: decimal equivalents, split division, invoicing over the fixing decimal, percentages, discounts and chain discounts, cost, selling and rate of profit.

Commerce 13c—Burroughs Calculator and Comptometer (0-5-2). Fall, Winter and Spring.

The third quarter is a continuation of business problems on the machine. The transactions covered are reciprocals, figuring grain, cipher, divisions, prorating cost and expenses, gross and dozen in invoicing inventories.

Commerce 17—Office Practice (5-0-5). Spring.

Typical business office situations are duplicated as nearly as possible. Practical problems deal with typing, filing and office courtesy.

Commerce 21a—Advanced Typing (0-5-2). Fall, Winter and Spring. Prerequisite: Commerce 11c or equivalent.

Advanced typing is a course in the acquisition of speed and accuracy including various legal forms and papers, manuscripts and business papers.

Commerce 21b—A continuation of Commerce 21a (0-5-2). Fall, Winter and Spring.

Commerce 21c—A continuation of Commerce 21b (0-5-2). Fall, Winter and Spring. An average of 60 words a minute is attained.

Commerce 22a—Advanced Shorthand (5-0-5). Fall. Prerequisites: Commerce 12a, b, c, or equivalent.

A course in which the principles of Gregg Shorthand are applied in developing skill and accuracy in writing shorthand and in transcribing. The first half year is devoted to dictation of general business material; the second half, to dictation material applying to major vocations.

Commerce 22b—A continuation of Commerce 22a (5-0-5). Winter.

Commerce 22c—A continuation of Commerce 22b (5-0-5). Spring. A speed of 120 words a minute is required.

Commerce 24—Medical Terminology and Orientation (5-0-5). Prerequisite: Sophomore standing. The building of a medical vocabulary, use of medical dictionaries. Practice in dictation and transcribing of medical material.

Commerce 28—Medical Office Procedure (5-0-5). Prerequisite: Sophomore standing.

Preparing, indexing and filing of patients' medical records; patient management; patient finance; professional ethics; use of forms used by Medicare, Insurance, Workman's Compensation and Welfare Departments. Setting up and maintaining practical financial records.

Economics

Economics 21—Principles and Problems of Economics (5-0-5). Fall.

A study of the principles behind the economic institutions of the present time and an examination of some of the economic problems in the modern world.

Economics 24—Principles and Problems of Economics (5-0-5). Winter. Prerequisite: Economics 21.

A continuation of the study of economic principles and problems begun in Economics 21.

Economics T-125—Elementary Economic Statistics (5-0-5).

An introduction to presentation and analysis of quantitative economic data. Statistical sources, table reading, chart making; elementary statistical procedures and their economic interpretation; introduction to index and time series analysis.

Economics 126—American Economic History (5-0-5).

The growth and development of economic institutions in the United States from the colonial period to the present with major emphasis on the period since 1860. It will deal with agriculture, industry, labor, domestic and foreign commerce, transportation, money and banking, and finance.

Economics T-127—Money and Banking (5-0-5). Prerequisite: Economics 124.

The role of money in the economic organization; monetary theory; methods of stabilizing the price level; the integration of financial institutions; theory of bank deposits and elasticity of bank currency; discount policy and the interest rate of central banks; methods of regulating credit and business activities.

Economics T-128—Principles of Marketing (5-0-5). Prerequisite: Economics 24.

Principles and methods involved in the movement of goods and services from producers to consumers; marketing functions; marketing manufactured goods, raw materials and agricultural products; proposals for improving the marketing structure.

Economics T-129—Labor Economics (5-0-5). Prerequisite: Economics 24.

An analysis of the background and origin of our modern labor organizations and their remarkable growth in recent years.

Special emphasis is placed on the social and economic aspects of our labor problems including the study of wages, working conditions, unemployment problems, the movement toward shorter hours, workers welfare plans, labor organizations and the outlook for future developments along these lines.

Economics T-130—Personnel Administration (5-0-5). Prerequisites: Psychology 21a and Economics 21.

A study of the principles and practices in the field of the administration of human relations and industry. Emphasis is given to scientific techniques and devices in the development of a well-rounded personnel program.

Economics T-131—Government and Business (5-0-5). Prerequisite: Economics 24.

A general survey of the economic aspects of business regulation

by the government, with specific reference to regulatory developments and methods in the United States; other activities affecting business in general, as extension of loans and subsidies, maintenance of fact-finding agencies and government owned corporation.

Economics T-132—Investments. (5-0-5). Prerequisite: Economics T-127.

A study of stocks and bonds, market operations, investment mathematics, investment policies and financial statements.

Education

Education 21—Orientation to Teaching (5-0-5). Fall.

For the beginning or prospective teacher, this subject offers a broad understanding of the American spirit in education, the place of the school in society, its growth and changing function as a social institution. The problem and discussion approach is used.

Education 22—Educational Psychology (5-0-5).

Special emphasis is placed upon developing competencies on the part of the prospective elementary and high school teachers in understanding and applying the psychological principles involved in the growth and development of children and youth. Supervised visits will be made to schools for observation and study.

Engineering

Engineering 11—Engineering Drawing (0-6-2). Fall and Winter. Prerequisite: One year of plane geometry in high school or Mathematics 108.

Topics of study include lettering; the use of the instruments; orthographic projection; auxiliary views; sections and conventions.

Engineering 12—Engineering Drawing (0-6-2). Winter and Spring. Prerequisite: Engineering 11.

Topics of study include drawing conventions; dimensions; pictorial representation; threads and fastenings; shop processes; technical sketching; working drawings; pencil tracing on paper, reproduction processes.

Engineering 13—Engineering Drawing (0-6-2). Spring. Prerequisite: Engineering 12.

Topics of study include technical sketching of piping and fittings; working drawings; ink tracing on cloth; working drawings from assemblies and assemblies from working drawings.

Engineering 19—Applied Descriptive Geometry (0-6-2). Spring.
Prerequisite: Engineering 12.

Topics of study include the solution of problems involving points, lines, and planes by use of auxiliary views; the solution of problems involving points, lines, and planes by revolution methods; simple intersections; developments of surfaces; an introduction to warped surfaces. Practical applications are emphasized.

English

Students will be assigned to freshman English according to results of tests taken before the beginning of the term.

English X—Basic English (5-0-0). Fall, Winter and Spring.

This is a non-credit course for entering students whose rank in placement tests is below the minimum required for entrance to full academic standing. It is designed to help such students repair deficiencies in reading and writing skills. Upon successful completion of this course, a student may be admitted to English 14R. (This course will not be offered in 1959-60.)

English 14A—Freshman English (5-0-5). Fall, Winter and Spring.

This course includes theme writing, with emphasis on correct and forceful expression. The student also reads and discusses such works as the *Iliad*, the *Odyssey*, and plays by Aeschylus, Sophocles, Euripedes and Aristophanes.

English 14R—Freshman English (4-2-5).

This course will satisfy the requirements for the first quarter of Freshman English. It is devoted to grammar, punctuation, spelling, vocabulary building, study habits, and organizational skills. The laboratory portion of the course is designed to help students who show a deficiency in reading and related skills. The student's reading difficulties will be diagnosed. Good reading techniques will be taught.

English 15A—A continuation of English 14A (5-0-5). Fall, Winter and Spring. Prerequisite: English 14A.

The student reads and discusses selections from such authors as Montaigne, Swift, Dickens and English and American poets. Theme writing is continued with practice in preparing documented papers.

English 15B—A continuation of English 14R (5-0-5). Winter, Spring.

This course is essentially the same as English 15A, but more time is given to correct expression in writing. A documented paper is prepared.

English 21—Sophomore English—World Literature (5-0-5). Fall and Winter. Prerequisite: Freshman English.

A study is made of some of the works of Shakespeare, Goethe's *Faust*, and selections from the Bible.

English 22—Sophomore English—World Literature (5-0-5). Winter and Spring.

Modern literature. The course includes selected modern poetry of 19th and 20th century British and American poets; plays by American, British and continental authors; novels by such writers as Faulkner, Flaubert, Fitzgerald, Joyce, etc.

English 24—An Introduction to Poetry (5-0-5). Spring.

A study of the various types and forms of poetry with special emphasis on more recent poetry.

English 25—American Literature (5-0-5). Fall.

A survey of American literature and culture. Each student is asked to select one particular period or era or author for concentration, making reports and writing papers in that phase of the work. The course is primarily conducted by reading and discussion.

English 27—Modern Drama (5-0-5). Fall.

Class reading and discussion of modern plays from Ibsen's "Ghosts" to Miller's "Death of a Salesman." The course is centered on appreciation of drama and improving of oral interpretation through reading selected plays aloud.

English 28—Fundamentals of Speech (5-0-5). Winter.

Basic principles and practices of speech. The course gives some attention to the physiological make-up of the speech mechanism, phonetics, gesture, articulation, pronunciation, and regional speech differences. However, it consists primarily of practicing the fundamentals of speech through a wide variety of formal, informal, extemporaneous, impromptu, and group participation speech exercises.

English 30—Principles of Theatre Art (5-0-5). Spring.

A study and discussion of the fundamentals involved in the development of dramatic art and in the staging methods which have been and are now utilized in producing drama. The course will develop chronologically and will relate directly to historical events and to the changing form and method of writing for the stage.

English 50—Public Speaking (5-0-5).

Construction and delivery of various types of extemporaneous speeches with emphasis on the organization of speeches, the principles of attention, the logical and psychological principles of thinking and speaking, and practices in delivery.

French

French 11-12—Elementary French (5-0-5). Fall and Winter.

A course for beginners. The spoken language is studied as well as grammar and reading. No credit for graduation will be given until the sequence is completed. No credit will be given for these courses if two years of high school French have been presented for entrance credit.

French 21—Intermediate French (5-0-5). Spring. Prerequisite: Two quarters of college French or two years of high school French. Review grammar, oral practice, reading of selected texts.

French 22—Intermediate French, continued (5-0-5). Winter. Prerequisite: Three quarters of college French or three years of high school French.

Further reading of texts, oral and composition practice.

French 24—French Classical Drama (5-0-5). Spring. Prerequisite: French 22.

Selected plays of Corneille, Moliere and Racine.

Geography

Geography 111—World Human Geography (5-0-5).

A survey of world human geography, emphasizing population characteristics, topographic features, distribution of economic activities and geo-political problems within the major geographical regions. Consideration of adequacy of resources to support expanding world populations.

German

German 11-12—Beginning German (5-0-5). Fall and Winter.

Drill upon pronunciation and elements of grammar, conversation and the training of the ear as well as the eye. German is used as much as practicable in the classroom instruction. The idiomatic use of the language will be studied; reading of texts and translations, conversation, dictation, and dialogues.

No credit for graduation is allowed until sequence is completed.

No credit will be given for these courses if two years of high school German has been completed.

German 21—Intermediate German (5-0-5). Spring. Prerequisite: Two quarters of college German or two years of high school German. "Grammar review and . . . dialogues."

Grammar review and comparative grammar studied with the view of enabling students to write compositions. Short stories, life situations in Germany. German magazines, memorization of famous German songs. Conversation and dialogues.

Health

Health 111—Personal and Community Health Problems (5-0-5).

This course considers the meaning of health and factors influencing health behavior; health problems as related to the individual; overview of world, national, state and local health problems; community health organizations; mobilizing and evaluating community health resources. The legal aspects in community health and the laws governing reportable diseases is given special attention.

History

History 14—An Historical Introduction to Contemporary Civilization (5-0-5). Fall, Winter and Spring.

This course comprises a chronological survey of the main currents of political, social, religious and philosophical activity in Western Civilization from the period of the sixth century in Greece to the present time.

History 15—A continuation of History 14 (5-0-5). Winter and Spring.

In addition to a chronological treatment of events studied in the above courses, the dynamics of Western Civilization are studied in works of the following authors: Plato, Dante, Machiavelli, Descartes, Locke, Jefferson, Rousseau, Adam Smith, Malthus, Marx and others.

History 24—History of England (5-0-5). Winter.

A study of English political and social institutions from early times to the present with special emphasis given to developments since the Tudor period.

History 25—Recent European History (5-0-5). Fall.

This course is designed to provide an opportunity for detailed study of major national and international developments in European affairs from about 1870 to the present time. Special emphasis is devoted to the first World War and new developments in Europe following that war and the complex of world events which preceded the Second World War.

History 26—Recent American History (5-0-5). Winter.

This course has as its purpose the examination of the most important events and movements, political, social and cultural, in American life from about 1865 to the present time.

History 100—Survey of American History (5-0-5).

This course is designed to satisfy the state law requiring that all students receiving degrees shall pass an examination on the history of the United States and of Georgia.

Home Economics

Home Economics 1n—Nutrition and Food Preparation (3-2-4). Winter.

The requirements of different individuals for energy, protein, minerals and vitamins; foods as a source of daily requirements, and the relation of food and the state of nutrition of an individual to physical fitness.

Home Economics 10—Orientations: Careers and Personal Development (5-0-5). Fall.

The many opportunities available in the field, such as food specialists, nutrition experts, nursery school teachers, marriage counselors and others will be discussed. Professional experts in these fields will visit the class to show the many vocations dealing with the home.

How to be more attractive through personal grooming and what is appropriate in manners and dress on various social occasions are emphasized.

Home Economics 11—Elementary Clothing (2-6-5). Winter.

Wardrobe planning and selection related to simple problems involving fundamental garment construction processes; care of clothing, including repair.

Home Economics 12—Foods (3-4-5). Fall.

Introductory course in food preparation, and serving of nutritious and palatable meals for the family.

Home Economics 21—Home Furnishings (4-2-5). Winter.

The interior and exterior planning of the home is studied. Emphasis is placed on style of furniture, color and decoration fabrics used in the home.

Home Economics 23—Clothing for the Family (2-6-5). Spring.

Planning the family wardrobe problems. Construction of garments for family member.

Practical application of elementary textile study to the selection and use of clothing for the family.

Home Economics 24—Family Fundamentals (5-0-5). Fall.

A course in the family with the problems that one faces in the preparation for children and the adjustment to these children.

Home Economics 132.—Nutrition Education for Teachers.

A study of the diet habits of Georgia school children and the relation of nutrition to health. Emphasis is placed on how teachers can enrich school and community programs and improve the health of school children through nutrition education.

Mathematics

Mathematics X—Basic Mathematics (5-0-0). Text: Essential Mathematics for College Students.

This is a non-credit course and includes a study of the following topics: operations with integers, operations with common fractions and mixed numbers, operations with decimals, measurement, percentage, and elements of algebra. The last unit includes operations with signed numbers, algebraic monomials and polynomials. (This course is not offered in 1959-60.)

Mathematics 8—Plane Geometry (5-0-5).

Topics of study include rectilinear figures, congruent triangles, the circle, similar figures and polygons.

(Students will not receive college credit for this course if they have completed one unit of high school credit in geometry.)

Mathematics 9—Intermediate Algebra (5-0-5). Fall, Winter, and Spring.

This course includes a study of fractions, signed numbers, linear and quadratic equations, ratio, proportion, variation and graphs.

Mathematics 16—College Algebra (5-0-5). Fall, Winter and Spring.

Prerequisite: Two units of high school algebra or Mathematics 9.

The course consists of functions and graphs, logarithms, linear and quadratic equations, the binomial theorem, complex numbers and the elementary theory of equations.

Mathematics 17—Trigonometry (5-0-5). Winter and Spring. Prerequisite: Mathematics 16.

A course covering the solution of the right and general triangle, the solution of trigonometric equations, proof of trigonometric identities, graphs of trigonometric functions, and inverse trigonometric functions.

Mathematics 19—Mathematics of Finance (5-0-5). Spring. Prerequisite: Mathematics 16.

This course gives that background necessary for dealing with problems found in banking, real estate, financing, and accounting: the operation of the compound-interest law in business; simple problems concerning bonds, sinking funds, valuation of properties and annuities. Practical problems in these fields will be emphasized. The necessary aids and short cuts and use of tables and logarithms will be studied.

Mathematics 20—Analytic Geometry and Calculus (5-0-5). Spring. Prerequisite: Mathematics 17.

Analytic geometry of the point and the line, graphs of functions,

limits, differentiation of algebraic functions and some applications of derivatives.

Mathematics 21—Calculus (5-0-5). Fall. Prerequisite: Mathematics 20.

This course includes the differentiation and integration of polynomials, problems in maxima and minima, approximations by differentials, areas, volumes, centroids, moment of inertia and work.

Mathematics 22—Calculus (5-0-5). Winter.

Prerequisite: Mathematics 21.

A continuation of Mathematics 21. This course includes differentiation of transcendental functions with application to rates, velocity and acceleration, curvature and Newton's Method. It also includes formulas and methods of integration.

Mathematics 23—Calculus (5-0-5). Spring.

Prerequisite: Mathematics 22.

A continuation of Mathematics 22. This course includes Simpson's rule, indeterminate forms, series, hyperbolic functions, partial derivatives and multiple integrals.

Mathematics 114—The Slide Rule (1-2-2).

An intensive study and practice in the use of all scales including the solutions of problems using the trigonometric scales.

Music

Music 11—Elementary Theory and Sight Reading. (5-0-5). Fall.

A course designed to teach the student to read music at sight and to understand the fundamental principles of music theory. Melodic dictation, melody writing and an introduction to elementary harmony are included.

Music 12—Theory and Harmony (5-0-5). Winter. Prerequisite: Music 11.

A continuation of Music 11, with emphasis on harmony, harmonic dictation, four-part harmonic writing.

Music 20—Music Appreciation (5-0-5). Spring.

A course designed to help the student understand and enjoy fine music. Analysis of form, style and mediums of musical expression from the great periods of musical art. Lectures, discussions and recorded sessions comprise the course.

Music 125—Appreciation of Music (2-0-2).

A course designed for the musically untrained who wish an intelligent understanding of the art of music. Lectures, discussions and recorded listening sessions comprise the course.

Applied Music Courses

Applied music courses consist of private instruction in voice or an instrument. Two hours credit is received per quarter with six hours credit possible per year. A special applied music fee is charged for these courses as indicated under the course descriptions.

No practice facilities are available at the college. The student must have access to private practice facilities in order to enroll for applied music courses.

Music 16 a,b,c—Woodwind Instrument. 2 hours credit per quarter. One one-hour private lesson per week. Special fee \$48.00.

Music 17 a,b,c—Violin. 2 hours credit per quarter.
One one-hour private lesson per week. Special fee \$48.00.

Music 18 a,b,c—Piano. 2 hours credit per quarter.
One one-hour private lesson per week. Special fee \$45.00.

Music 19 a,b,c—Voice. 2 hours credit per quarter.
One one-hour private lesson per week. Special fee \$45.00.

Music 21 a,b,c—Violin. 2 hours credit per quarter.
A continuation of Music 17c. Special fee \$48.00.

Music 22 a,b,c—Piano. 2 hours credit per quarter.
A continuation of Music 18c. Special fee \$45.00.

Music 23 a,b,c—Voice. 2 hours credit per quarter.
A continuation of Music 19c. Special fee \$45.00.

Music 24 a,b,c—Woodwind Instruments. 2 hours credit per quarter. A continuation of Music 16c. Special fee \$48.00.

Philosophy

Philosophy 10—Introduction to Philosophy (5-0-5).

The fundamentals of philosophy, the meaning and function of philosophy, the vocabulary and problems of philosophy, and the relation of philosophy to art, science and religion. Includes a survey of the basic issues and major types in philosophy, and shows their sources in experience, history and representative thinkers.

Philosophy 22—Honors Seminar (5-0-5).

The Honors Seminar will study some aspects of the nature of man in the natural world. The aim of the seminar will be to integrate what has been approached as specialization in the general curriculum. Instructors from the natural sciences, the humanities and the social sciences will serve as discussion leaders.

This course is open by invitation to sophomores placed on the Permanent Dean's List at the end of their freshman year and to other sophomores who are recommended by their advisors.

Physical Education

Physical Education 11—Conditioning Course (0-3-1). Fall.

Consists of calisthenics, stunts and tumbling, lifts and carries, road work, duel combatives, and simple games.

Physical Education 12—Team Sports (0-3-1). Winter.

Consists of basketball, soccer, speedball and volleyball.

Physical Education 13—Elementary Swimming (0-3-1). Spring.

**Physical Education 14—Officiating of Basketball (1-3-2).* Winter.

Prerequisite: P. E. 12 or equivalent.

Consists of a study of rules interpretation and actual experience in coaching and officiating in class and intramural games. Elective credit, except when substituted for P. E. 12.

**Physical Education 20—First Aid and Safety Education (4-0-3).* Winter.

The American Red Cross standard course in first aid is followed by a broad consideration of the opportunities for safety teaching in the school program.

Physical Education 21—Elementary Tennis (0-3-1). Fall.

**Physical Education 23—Senior Life Saving and Instructors' Course in Swimming (2-3-2).* Spring.

May be substituted for Physical Education 13.

Physical Education 25—Folk Rhythms (0-3-1). Spring.

Physical Education 26—Modern Dance for Women (0-3-1). Winter.

Physical Education 27—Tap Dance for Beginners (0-3-1). Winter.

Physical Education 28—Adult Recreative Sports (0-3-1). Spring.

Consists of passive, semi-active and active games and sports which have carry-over value for later life.

Physical Education 31—Wrestling for Men (0-3-1). Winter.

*Elective unless substituted as written in course description.

Physical Science

Physical Science 11 (5-0-5). Fall. No prerequisite.

A study of the scientific method and its use in man's solutions of his physical environment and the nature of things about him, the "whys" and "wherefores" or the correlation of the physical universe. The student learns the fundamentals of physics and acquires familiarity with the basic formulas and principles. He learns the similarity of the application of principles involving small particles to larger or planetary particles. If student has completed a course in college physics, no credit will be given for this course.

Physical Science 12 (5-0-5). Winter. No prerequisite.

A continuation of Physical Science 11. In this course emphasis is placed on the study of the principles of inorganic and organic chemistry with some examples of the application of chemistry in household, industry, medicine, biology, geology, etc. Here the knowledge of the structure of the fundamental particles of matter (atoms and molecules) is used in the study of the classification of the simple components of matter (elements) and the changes which they undergo to form more complex substances (compounds). If the student has completed a course in college chemistry, no credit will be given for this course.

Physics

Physics 14—*General Physics—Mechanics*. (4-2-5). Fall.

Prerequisite: Mathematics 16 and 17 or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of mechanics. Force and motion, work and power, energy, torque, and properties of gases are included.

Physics 15—*General Physics—Electricity* (4-2-5). Winter.

Prerequisite: Physics 14 or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of magnetism, electric circuits, electric energy and power, electromagnetic induction, and principles of alternating current.

Physics 16—*General Physics—Heat, Sound, and Light* (4-2-5). Spring. Prerequisite: Physics 14 and 15 or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of heat, sound and light. Under heat will be studied temperature measurement, thermal expansion, heat quantities, heat transfer, and thermodynamics. The study of sound includes wave motion, sound waves, and acoustics. Light includes reflection, refraction, spectra, color, and optics.

Physics 21—Mechanics (5-3-6). Fall.

Prerequisite: Mathematics 20 or 21, or concurrent.

Physics 21, 22 and 23 together constitute a thorough course in basic physics for engineers. The five hours of class include one or two demonstration lectures per week. The solution of a large number of problems is required and the course includes application of the elements of calculus.

The laboratory work is designed to give practice in the art of making precise measurements, proficiency in the manipulation of apparatus and added familiarity with some of the concepts of physics. The theory of errors is stressed enough to give students the ability to decide under what conditions the greater expense of more precise measurements is justified.

Physics 21 is an intensive course in mechanics. It includes the study of statics, kinetics, friction, work, power, energy, machines, elasticity, hydrostatics, hydraulics and the mechanics of gases.

Physics 22—Electricity (5-3-6). Winter. Prerequisite: Physics 21 and/or those math requirements for Physics 21.

Physics 22 is an intensive course in electricity. It includes the study of magnetism, static electricity, electric circuits, electric energy, and power, electromagnetic induction and the principles governing AC circuits as well as a study of some electrical instruments.

Physics 23—Heat, Sound and Light (5-3-6). Spring. Prerequisites: Physics 21 and 22 and/or those mathematics requirements for Physics 21.

Physics 23 is an intensive course in heat, sound and light. It includes the study of heat, sound, light and atomic physics. Laboratory exercises include temperature measurement, thermal expansion, heat quantities, heat transfer, thermodynamics, wave motion, sound waves, resonance, acoustics, reflection and refraction of light, the quantum theory, spectra and color, optics, and some optical instruments.

Political Science

Political Science 12—The Governments of Foreign Powers (5-0-5).

A study is made of the leading modern political theories, and attention is paid to the structure and powers of the major foreign governments.

Political Science 13—Government of the United States (5-0-5). Fall, Winter and Spring.

A study is made of the structure, theory, and workings of the national government in the United States and some of the major prob-

lems of the state and local government. The course shows how developmental practice has created our government as it stands today.

Psychology

Psychology 20—Psychology of Adjustment (5-0-5). Fall, Winter and Spring.

This course is an orientation into college and into the choice of a career. The objective aids developed in the field of psychology will be used to discover effective ways of learning in general, and of studying in the college setting. Methods of objective measurement of a person's intelligence, interests, special aptitudes and personality traits will be explored and demonstrated. These will be applied to problems of educational, vocational, and special interest training. For persons already in employment, special problems of personnel management and production output may be studied by modern psychological principles and techniques. Insofar as possible each student will have an opportunity to develop projects in the fields that will be useful in his own plans for education and career.

Psychology 21a—Introductory Psychology (5-0-5). Fall, Winter and Spring.

This course introduces the student to how the basic psychological processes operate and affect the behavior of the individual. Facts about patterns of growth from birth to maturity, learning to observe and deal objectively with the real world, having motivation, emotions, conflict and frustration are explored and applied to the student's present daily experience. Special study is given to unconscious influences on behavior in the study of mechanisms of defense and ways of directing these processes into more realistic and creative use of one's feelings, understandings and actions. By the end of the course the student is expected to be able to see these processes at work in a given example of behavior and to begin to see the interaction of all these processes in a given act or experience. In the seminar type of class discussion the focus is on one of these topics at a time. The discussion objective is for each student, after study, to share his concept of the topic or some phase of it, link it with the information in the text, and test it against his own experiences.

Psychology 21b—Experimental Psychology (5-0-5). Spring. Prerequisite: Psychology 21a.

In this course the principles explained in Psychology 21a will be tested and explored by special projects and experimentation. Each student will select from a choice of topics introduced in 21a at least one systematic experiment and one live project, develop his plan of procedure, carry out his study according to approved objective methods and prepare a satisfactory written report. Class time will be used for

group consultation in order that each member will follow the work of each other student and for use of class guidance and criticism. Topics suitable for a special study project include aspects of child development or special behavior aspects of children, maturation, emotions, conflict, frustrations, mechanisms of defense, sensory processes, perception, learning, remembering, thinking, personality adjustment.

Psychology 22—Social Psychology (5-0-5). Spring. Prerequisite: Psychology 21a.

This course centers on a study of the individual's interaction with his social groups (family, friendship groups, clubs, church groups, community groups). Forces of need, emotion and interests that bind the individual to his groups and the dynamic forces of group interaction are analyzed. The live laboratory of the class itself is used for experiencing the processes of communication and interaction in a group setting. Special topics of attitude formation, leadership, group conflicts, social stratification, mass communication, propaganda, public opinion formation and methods of changing group patterns are studied by consulting the reports of responsible studies and by group projects.

Psychology 120—Basic Applied Psychology (5-0-5).

The uses of psychology and what it can accomplish in industry. A study is made of causation in behavior, leadership, testing, training and fatigue, with a view to developing the technique of working with superiors, associates and subordinates. Methods of objective measurements of a person's intelligence, interests, aptitudes and personality traits will be explored and demonstrated. Special problems of personnel management and production.

Psychology 123—Child Psychology (5-0-5). Prerequisite: Psychology 21a.

This course includes a systematic study of child development: physical, mental, emotional, and as a total person.

Social Science

Social Science 104—Contemporary Georgia (5-0-5).

A study of current economic and social statistics as pertaining to agriculture, industry and commerce; population trends and governmental organizations and problems.

Sociology

Sociology 20a—Introductory Sociology (5-0-5). Winter.

Sociology is the objective study of the interrelationships of people as they interact with each other. This course presents information which has been gathered by systematic and scientific studies of human

society. Material is drawn from Social Psychology on how an individual is "socialized" to interact with other people within his culture. This leads to some objective study of population patterns and the special distribution of people, occupational patterns of human communities, traits and characteristics of culture groups, typical features of group behavior and of the effect of mass communication on public opinion. Looking at mankind as a whole, his institutions of family, religion, economic behavior and political behavior are studied as stable patterns for meeting basic human needs, and as infinitely varied patterns adapted to the needs of different human groups. This introduction to sociology is successful if it leads the student into a more informed identification with wider segments of the human family and if he gains knowledge of objective methods for fact-gathering in his efforts to understand his human environment.

Sociology 20b—Social Problems (5-0-5). Spring. Prerequisite: Sociology 20a.

In this course the principles explored in Sociology will be explored in planned projects of social research, supervised participation and/or analysis of local community resources. These will take form in accordance with student interest and actual cooperative resources of community organizations and personnel. Suggested areas of study are the fields of health (physical and mental), poverty, employment, education, government, crime (juvenile and adult), dependent children, housing, recreation, resources for the aged and others that reveal community problems or programs. Class time will be used for group consultation in order that each member will follow the work of each other student and for use of class guidance and criticism. And the end of the course a practical analysis will be made of how social change takes place in a community, with attention to the implications for change in national and international communities. For those who elect the Human Relations Concentration, a special seminar will be held at the end of this course for evaluating the students' experience in the whole Human Relations sequence.

Sociology 21 -- Marriage and the Family. (5-0-5). Winter and Spring.

This course first introduces the student to the basic uniformities yet infinite varieties of human families. He selects for studying the family pattern in a *culture different from his own*, and interactions of a typical family. This should give some sociological understanding of the family as a cultural institution. The rest of the course focuses on the individual within our culture growing and learning to love in a mature marital union. The early childhood learnings which affect basic attitudes toward parents, authority, the giving and receiving of love, and anger are presented from the findings of analytic psychology. Then each stage in the preparation for marriage is discussed: dating,

courting, engagement, marriage, adjustment to money, sex, religion, in-laws, friends and children. Some practical studies of budget, house planning, settling differences, using help, etc., are worked out as projects. A prominent physician is guest lecturer on specialized information affecting the physical adjustment to marriage and parenthood. Through the process of free discussions in the group, the students begin to experience the "give and take" that grows into honesty and mutual respect. The experience of this process is used as a way of learning the reciprocal interaction that is basic to mature love of another person.

Spanish

Spanish 11-12—Elementary (5-0-5). Fall and Winter.

These courses are for the purpose of providing the student with the elements of Spanish reading, composition and conversation. No credit for graduation will be given until sequence is completed. No credit will be given for these courses if two years of high school Spanish have been completed.

Spanish 21—Intermediate (5-0-5). Spring.

Prerequisite: Two quarters of college Spanish or two years of high school Spanish.

This course gives the student an opportunity to review the elements of Spanish grammar, conversation and readings.

Spanish 22—Intermediate (5-0-5).

Prerequisite: Spanish 21.

Continuation of Spanish 21.

Spanish 23—Survey of Spanish-American Literature (5-0-5).

Prerequisite: Spanish 22.

Outline of Spanish-American Literature and critical appreciation.

TECHNICAL INSTITUTE PROGRAMS

Courses are designated as follows:

GT—General Technology for courses which are common to several concentrations.

CT—Chemical Technology.

IT—Industrial Technology.

BCT—Building Construction Technology.

Elec. T—Electronic and Communications Technology.

Civ. T—Civil Technology.

MT—Mechanical Technology.

General Technology

**GT 111—Industrial Safety* (1½-0-1½).

A basic study of industrial accident prevention considering the nature and extent of the accident problem. A practical study is given the technique for control of industrial hazards together with the fundamentals of good organization.

**GT 112—Public Speaking.* (3-0-3). Prerequisite: English 14 or the equivalent.

Study and practice in the fundamentals of public speaking. The subject includes training in selecting a subject, obtaining and organizing material, and presenting speeches effectively. Each student makes several speeches before an audience.

**GT 113—Technical Report Writing* (3-0-3). Prerequisite: English 14 or the equivalent.

Study of the fundamentals of technical writing style and mechanics with practice in preparing reports of various types most likely to be used on the job by technicians.

Technical Mathematics

These courses are specifically designed for students who intend eventually to enter some field of technology. Special emphasis has been placed on the applications of mathematical principles to a wide range of specific engineering situations.

GT 114—Technical Mathematics I (5-0-5).

This course covers the slide rule, a review of arithmetic and geometry, basic algebra, analytic geometry, more advanced algebra, and logarithms. (Mathematics 16 may be taken instead.)

GT 115—Technical Mathematics II. (5-0-5). Prerequisite: GT 114.

This course consists of an introduction to analytical trigonometry, numerical trigonometry of the right triangle, oblique triangles and applications of numerical trigonometry, and vector algebra. (Mathematics 17 may be taken instead.)

GT 120—Applied Higher Mathematics. (5-0-5). Prerequisite: GT 115.

An application of mathematics to problems ordinarily not solvable by algebra or trigonometry. The subject consists mainly of an introduction to the more elementary principles and concepts of calculus.

**Classes to be conducted at the plant of the Union Bag-Camp Paper Corporation.*

The application of the calculus is directed toward problems pertinent to the student's major field of study. (Mathematics 20 may be taken instead.)

GT 121—Applied Higher Mathematics (5-0-5).

A continuation of GT 120.

Chemical Technology

**CT 120—Analysis of Variations. (3-0-3).* Prerequisite: Mathematics 16.

An introduction to the application of recognized data analysis to technical problems. Instruction is given in the graphic presentation of engineering data for maximum effect. Emphasis is placed on determination of data variance and comparison of two or more groups of data for significant differences.

**CT 121—Experimental Design. (3-0-3).* Prerequisite: CT 120.

Advanced statistical work, including problems in the determination of the proper procedure to be followed in gaining maximum information from given data. A study of experimental methods designed to produce adequate result data at a minimum expenditure of time and money.

**CT 140—Pulping (5-0-5).* Prerequisite: Chemistry 11, 12.

A brief summary of all commercial pulping processes in use, including a study of wood species, chemicals used, cooking conditions, characteristics of pulp, and recovery processes. Also included is a thorough study of pulping processes now in widespread use in the South, with emphasis on the sulphate pulping of pine.

**CT 141—Paper Machinery. (5-0-5).* Prerequisite: CT 140.

The study of the function and operation of the various machines used for the conversion of pulp to the finished product, including the component parts and associated equipment of the fourdrinier machine. A survey of the leading types of machines used in the further processing of paper and paperboard for the production of bags, boxes and similar products.

**CT 142—Paper Testing (1-4-3).* Prerequisite: CT 140.

A study of the physical properties of paper and paperboard with emphasis on the characteristics commonly tested. Details of the construction, principle and operation of testing equipment are studied.

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*CT 143—*Pulp Testing* (1-4-3). Prerequisite: CT 140.

A comprehensive review of standard mill and laboratory pulp testing equipment and procedures. The interrelationships of different pulp properties are studied, together with the theoretical and practical considerations of permanganate number and other measures of the degree of pulping.

*CT 150—*Organic Chemistry* (5-0-5).

Prerequisites: Mathematics 17 and Chemistry 25b.

A classroom survey of the types of organic compounds, their names and structures, preparation, properties and reactions, including electronic mechanisms involved in the reactions.

*CT 151—*Industrial Chemical Analysis* (3-0-3). Prerequisite: Chemistry 25b.

The application of chemical principles to industrial processes of water treatment, paper manufacture, waste disposal, acid manufacture and various other related processes in the paper industry.

*CT 160—*Material and Energy Balances* (5-0-5). Prerequisites: Mathematics 16, or GT 114, Chemistry 11, 12, Physics 14, 15, 16.

A study of the basic principles of physical chemistry and the application of these principles in the solution of industrial problems. Much attention is given to the laws of thermodynamics and kinetics and the integration of these laws into process design procedures.

*CT 162—*Elementary Chemical Process*. (4-0-4). Prerequisites: Chemistry 25b, CT 160.

A study of the transformation of energy and heat transfer, evaporation, distillation, drying, and flow of fluids.

*CT 164—*Woodstructures and Properties*. (3-2-4). Prerequisites: Chemistry 11, 12, Physics 14, 15, 16.

A course covering the basic process of the formation of wood fibers in the living plant and the changes which occur during and after the life of the plant. A resume of physical and chemical characteristics of southern woods, and the means by which these characteristics may be controlled or altered.

*CT 165—*Industrial Chemistry* (4-0-4). Prerequisite: Chemistry 12.

The course covers fundamental chemical processes and reactions used in the manufacturing of a large variety of chemical compounds. It also gives a general view of the problems of the chemical industry.

*Classes to be conducted at the plant of the Union Bag-Camp Paper Corporation.

Industrial Technology

**IT 120—Manufacturing Processes (3-0-3).* Prerequisites: Mathematics 16, or GT 114, Physics 14.

This course is designed to familiarize the student with machine tools and basic manufacturing operations.

**IT 121—Production Organization (3-0-3).* Prerequisites: Economics 21-24, and IT 120 or approval of the instructor.

Problems in planning for production budgeting, plant location, machinery and equipment selection, building and service selection, maintenance planning, plant layout, materials handling, storekeeping planning, personnel organization, employee selection and training.

**IT 122—Economic Analysis (3-0-3).* Prerequisites: Business Administration 24 and IT 121 or approval of the instructor.

Problems in economic, financial and intangible analysis. A study is made of the technique of making a decision among alternatives on the basis of comparative cost and suitability. A study of quality control methods is included.

**IT 123—Production and Cost Control (3-0-3).* Prerequisites: Business Administration 24 and IT 121 or approval of the instructor.

Problems in factory operation, including scheduling, planning and detailed control of production, as well as the analysis and control of costs of manufacturing.

**IT 124—Time and Motion Study (3-0-3).* Prerequisites: IT 121 or approval of the instructor.

The study of working procedures to determine the best method, the best human motions and the time standard or measure of human efficiency.

**IT 125—Mechanical Methods (0-4-2).* Prerequisites: Engineering 13, Mathematics 17 or GT 115, IT 124 and Physics 14.

The course is designed to familiarize the student with machine mechanisms and jig and fixture design, including actual designing of simple machines, jigs and fixtures.

**IT 126—Advanced Time and Motion Study (3-0-3).* Prerequisite: IT 124 or approval of the instructor.

A continuation of IT 124 designed for students specializing in this field.

*Classes to be conducted at the plant of the Union Bag-Camp Paper Corporation.

**IT 127—Data Presentation* (3-0-3). Prerequisite: IT 124 or approval of the instructor. (CT 120 may be substituted with consent of instructor.)

Problems in graphical and numerical analysis of data. Problems in presenting data in the most efficient and least costly form in terms of time required for use. Simple graphs and charts, alignment charts, families of curves and multi-variable charts.

**IT 128—Personnel Motivation* (3-0-3). Prerequisite: Psychology 20.

The course gives primary consideration to human factors in the design, approval and installation of personnel practices, procedures and systems. The case study method is used.

Mechanical Technology

**MT 120—Tools and Methods* (5-0-5). Prerequisite: Physics 14.

An introduction to the field of metal work and industrial manufacturing. Possibilities and limitations of various machine tools are developed. The characteristics of different materials are covered as well as their adaptability to the various processes. Each process is covered from a technical viewpoint. Correct terms are introduced so that the student will be able to use the language of the engineer or technician.

**MT 122—Machine Shop* (3-4-5). Prerequisites: Mathematics 17 or GT 115 and Civ. T 141.

Fundamental machine operations of drilling, reaming, turning between centers, chuck work, thread cutting, shaper work, layout and finishing. Special attention will be given to cutting speeds, tool and drill grinding and machine upkeep.

**MT 123—Welding, Metallurgy and Heat Treating* (4-4-6). Prerequisites: Physics 14, Chemistry 12 and Civ. T 143.

Fundamentals of metallurgy and heat treating, including a survey of arc and acetylene welding. Emphasis is placed on material properties and the effect which alloying elements and/or heat treatment has on them.

***MT 126—General Sheet Metal* (1-2-3). Prerequisite: MT 122.

Shop problems, including layouts and methods of fabrication of sheet metal.

*Classes to be conducted at the plant of the Union Bag-Camp Paper Corporation.

**This course will be conducted at the Great Dane Trailer plant, through the cooperation of Great Dane Trailers, Inc.

**MT 127—Industrial Electricity* (3-2-4). Prerequisite: Physics 15.

Basic elements of electrical circuits and machines. This will include series and parallel circuits, magnetism, D. C. motors and generators, A. C. motors, manual and magnetic controllers.

**MT 128—Fluid Mechanics* (5-0-5). Prerequisites: Civ. T 143, Chemistry 12 and Physics 14.

Basic principles of fluid mechanics and application to fluid flow and instrumentation.

Building Construction Technology

BCT 121—Graphics (3-9-6). Prerequisite: Engineering 11.

An introductory study in architectural drawing and the principles of visual design. This subject equips the student with a basic knowledge of drawing sections, plans, perspective and presentation drawing in ink.

BCT 142—Construction Materials and Estimates (5-2-6).

An introduction to the materials most commonly used in the erection of structures, and the preparation of material and labor quantity surveys from actual working drawings and specifications.

BCT 211—Wood and Steel Construction (3-6-5). Prerequisite: Civ. T 143.

A study of the design of beams, girders and columns in both wood and steel. Included is a study of the various timber fasteners, steel and timber trusses and steel frameworks.

BCT 212—Concrete Construction (3-6-5). Prerequisite: Civ. T 143.

A study of the properties of reinforced concrete with the determination of direct stresses and bending stresses in beams, slabs, girders and columns. Laboratory work consists of problems and a study of the methods of testing various concrete members.

BCT 222—Building Design I (3-9-6). Prerequisites BCT 121 and BCT 142.

Residential Design. This subject requires of each student a complete presentation drawing, a complete set of working drawings and a complete set of specifications for a dwelling house. Scale models will be built from working drawings by groups of students.

BCT 223—Building Design II (3-9-6). Prerequisites: BCT 222 and BCT 211.

Architectural design, working and structural drawings of more

*Classes to be conducted at the plant of the Union Bag-Camp Paper Corporation.

complex structures than those studied in BCT 222. Structural computations are required.

BCT 224—Building Design III (3-9-6). Prerequisite: BCT 223.
A continuation of BCT 223.

BCT 243—Building Equipment (3-0-3). Prerequisite: Physics 16.

A brief survey of the principles of heating, ventilating, plumbing, air-conditioning, lighting and electric wiring of buildings from the construction point of view.

BCT 231—Architectural History (3-0-3).

A study of the progress of architecture. The material covered includes a review of architectural forms from early Egyptian to modern Engineered Architecture.

Civil Technology

Civ. T 121—Elementary Surveying (3-9-6). Prerequisite: Mathematics 17 or GT 115, or concurrently.

Construction, care and use of surveying instruments; theory and practice of chaining; differential and profile leveling; traversing; computation of areas and earthwork; theory and practice of stadia and its application to topographic surveying; U. S. Gov't. system of public land surveys; reduction and plotting of field notes; the interpretation and plotting of field notes of topographic surveys.

Civ. T 122—Route Surveying (3-6-5). Prerequisite: Civ. T 121.

Reconnaissance, preliminary location and construction surveys for routes of all kinds, including simple, compound and reverse curves used on highways and railroads; super-elevation of curves; computations of earthwork; construction of quantity, mass and haul diagrams. For a final project each laboratory group must lay out a complete highway location with each student submitting a complete set of plans, profiles, cross sections and earthwork computations for this location.

Civ. T 131—Highway Construction (3-0-3). Prerequisite: Civ. T 122.

A study of highway location, grading, drainage, surfacing, maintenance and administration.

Civ. T 141—Blueprint Reading (3-0-3).

A study of architectural blueprints for students who must translate drawing into actual existing structures. This course is also useful for students interested in general layout of electrical, plumbing, heating or air-conditioning systems.

Civ. T 212—Structural Drafting I (0-6-2). Prerequisite: Engineering 111.

Structural steel framing practices and preparation of shop drawing for steel fabrication.

Civ. T 213—Structural Drafting II (0-6-2). Prerequisite: Civ. T 212.

Preparation of detail drawings for concrete structures.

Civ. T 223—Land Surveys (3-6-5). Prerequisite: Civ. T 121.

Theory and practice of land surveying; sub-divisions; filing and recording deeds; U. S. system of land subdivisions. U. S. Coast and Geodetic plane coordinate systems; county and state laws; computations on astronomical observations for azimuth determination. Georgia Land Lot system of land subdivision.

Civ. T 143—Mechanics of Materials (5-3-6). Prerequisites: Physics 14 and Mathematics 17 or GT 115.

A study of coplanar forces and force systems, truss solutions, force systems in space, friction and centroids; direct stress, properties of materials, riveted and welded joints, torsions stresses in beams, beam deflection, and columns.

Civ. T 224—Typographic and Contour Surveying (2-6-4). Prerequisite: Civ. T 121.

Theory, description and use of advanced surveying instruments and methods; practice of state and local coordinate systems for cadastral surveys and construction work; field work for the design and construction of engineering projects; use of the Plane Table on topographic surveys; theory, description and purposes of the many types of maps, plans and profiles used by engineers; hydrographic surveying; altimetry.

Civ. T 232—Heavy Construction (3-3-4). Prerequisite: BCT 142.

Heavy construction practices. This subject acquaints the student with the many common pieces of heavy construction equipment and apparatus; operation, use, limitations and maintenance of this equipment are covered along with the methods, organization and management for both large and small jobs. Field trips are made to construction projects to illustrate the usage of various pieces of equipment.

Civ. T 241—Hydraulics (6-0-6). Prerequisites: Physics 14 and Civ. T 143.

Elementary principles of hydraulics with special emphasis on static pressure, flow through pipes, channels, and over weirs. A survey of the operation of water and sewage treatment plants is included. Several field trips are scheduled.

Electronics and Communications Technology

Elec. T 121—Alternating Current Circuits I (5-3-6). Prerequisites: Mathematics 16, or GT 114, Physics 15.

Fundamentals of alternating current theory and practice as applied to single-phase circuits. Properties of resistance, inductance and capacitance. Resistance networks. Generation of alternating emf's and elementary wave-shape analysis. Reactance, impedance and phase relations in series and parallel circuits. Resonant circuits. Complex notation, vector analysis and use of the slide rule.

Elec. T 122—Alternating Current Circuits II (5-3-6). Prerequisites: Elec. T 121, Mathematics 17, or GT 115.

Advanced a-c theory and practice as applied to single-phase circuits. Further analysis of series and parallel circuits using complex notation and vector analysis. Admittance, conductance, and susceptance. Auto-resonant circuits. Coupled-circuit theory, impedance transformation, transformer theory, mutual inductance and reflected impedance. Construction, classification, regulation, loss determination and efficiency of single-phase transformers.

Elec. T 131—Basic Electronics (5-3-6). Prerequisite: Elec. T 121.

Basic study of the control of free electrons in elementary electronic circuits. Electron emission, classification and characteristics of high-vacuum tubes, tube characteristics curves. Rectification, amplification, amplification factor, trans-conductance plate resistance, load lines, stage gain and basic amplifier circuits. Types of bias. Classification and characteristics of gas-filled, vapor-filled, and cathode ray tubes. Hard-tube and soft-tube voltage regulator circuits. Conversion efficiency, ripple factor and circuit analysis of single-phase, half-wave, full-wave and bridge rectifier circuits.

Elec. T 223—Alternating-Current Circuits III (3-3-4). Prerequisites: Elec. T 122 and Mathematics 20 or GT 120.

Study of polyphase circuits, balanced and unbalanced, including circuit analysis, distribution systems, transformers and transformer connections, rectifier circuits and instrumentation.

Elec. T 232—Industrial Electronics (5-3-6). Prerequisites: Elec. T 122, Mathematics 20, or GT 120, Elec. T 131.

Study of basic industrial electronic circuits and application of these circuits to such devices as electronic timers, voltage regulators, electrostatic air cleaners, motor and generator control systems, photo-electric systems, web and register control systems, and induction and dielectric heating equipment.

Elec. T 233—Advanced Electronics (3-3-4). Prerequisites: Elec. T 261, or concurrently, Elec. T 232.

Study of special electronic circuits, including special amplifier and oscillator circuits, non-sinusoidal wave generators, pulsing circuits, clamping, advanced study of transients, transistor principles and circuitry and servo-mechanisms.

Elec. T 241—Communications Circuits I (5-3-6). Prerequisites: Physics 15.

Study of the operating principles of telephone equipment and circuits. Local-battery and common battery manual exchanges, step-by-step and all-relay automatic exchanges. Basic relay circuits for digital control. Matched transmission lines for audio frequencies, distributed and lumped line constants, pads and attenuators, constant-k and m-derived filters for low-pass, high-pass, band-pass and band-elimination. "Pi", "T", and "LL" sections.

Elec. T 242—Communications Circuits II (5-3-6). Prerequisites: Elec. T 261, or concurrently.

High-frequency transmission line concepts and practical applications. Impedance-matching concepts and methods, transmission-line circle diagram, propagation, standing waves, basic antenna theory, antennas for low-frequency and high-frequency applications, and high-frequency measuring techniques.

Elec. T 243—Communications Circuits III (3-3-4). Prerequisites: Elec. T 233 and Elec. T 242.

Microwave techniques, theory and practice in pulse circuits, ultra-high-frequency amplifiers, transit-time effects, wave guides and cavity resonators, dynatrons, transitrons, klystrons and magnetrons. Principles of radar, types of scan, radar transmitting and receiving systems, synchronization, and specific study of ASC-1 and APS-3 radar systems.

Elec. T 254—Electrical Machinery (2-3-3). Prerequisites: Elec. T 223, or concurrently.

Survey of electrical rotating machines, direct and alternating current. Construction, characteristics, operation and control and industrial applications of d-c, single-phase, a-c and polyphase a-c motors and generators.

Elec. T 261—Communications Technology I (5-3-6). Prerequisites: Elec. T 241, Elec. T 232.

The study of voltage amplification as applied to radio-frequency and audio-frequency circuits. Analysis of amplifier circuits and coupling methods, radio-frequency tuning circuits, regeneration and generation circuits, decoupling networks and basic oscillator circuits. Construction, tuning, and alignment of superheterodyne receivers.

Elec. T 262.—Communications Technology II (5-3-6). Prerequisites: Elec. T 233, Elec. T 261.

Advanced study of radio communication circuits. Amplitude-modulated transmitters, power amplifiers, phase inverters, push-pull amplifiers and modulator circuits. Broadcast studio techniques, recorders, and recording and control room equipment.

Elec. T 263.—Television Technology (3-3-4). Prerequisite: Elec. T 233, Elec. T 262.

Principles of frequency modulation, methods of modulation and demodulation, FM transmitter and receiver circuits. Federal Communications Commission standards for television transmission. Camera and picture tubes, composite video signal, television receiver circuits, power supplies, video amplifiers, deflection circuits, alignment procedures,, transmitters circuits and color television.

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SUMMER

FALL

WINTER

SPRING

BULLETIN OF
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of Savannah
Savannah, Georgia

A Unit of the University System
of Georgia



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Southern Association of Colleges and Secondary Schools
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CALENDAR FOR 1960-61

SUMMER SESSION, 1960

Last day to file Application for Admission	Monday, May 23, 1960
Registration	Monday, June 13—1:00 to 8:00 PM Tuesday, June 14—1:00 to 8:00 PM
Classes begin	Wednesday, June 15, 1960
Mid-Term reports due	Monday, July 11, 1960
Examinations	Thursday and Friday, August 4-5, 1960

FALL QUARTER, 1960

Last day to file Application for Admission	Friday, August 26, 1960
Freshman testing and sophomore counseling	9:00 AM Monday, September 12, 1960
Freshman orientation and Day School registration	Tuesday, September 13, 1960
Registration	Friday, September 16, 1960—1:00 PM to 8:00 PM
Registration	Monday, September 19, 1960—9:00 AM to 8:00 PM
Classes begin	Monday, September 19, 1960
Mid-Term reports due	Friday, October 28, 1960
Pre-registration for Winter Quarter	(Wed. thru Fri.) November 2-4, 1960
Thanksgiving holidays	(Thurs. thru Sun.) November 24-27, 1960
Examinations	(Wed. thru Fri.) December 7-9, 1960

HOME COMING:

Basketball game	Saturday, December 3, 1960
Dance	Monday, December 26, 1960
Christmas Holidays	(Sat. thru Sun.) December 10, 1960 - January 1, 1961

WINTER QUARTER, 1961

Last day to file Application for Admission	Monday, December 12, 1960
Registration	Monday, January 2, 1961—9:00 AM to 1:00 PM And 2:00 PM to 5:00 PM
Registration	Tuesday, January 3, 1961—1:00 PM to 8:00 PM
Classes begin	Tuesday, January 3, 1961
Mid-Term reports due	Friday, February 3, 1961
Pre-registration for Spring Quarter	(Wed. thru Fri.) February 8-10
Examinations	(Mon. thru Wed.) March 20-22
Spring Holidays	(Thurs. thru Sun.) March 23-26

SPRING QUARTER, 1961

Last day to file Application for Admission	Tuesday, March 7, 1961
Registration	Monday, March 27—9:00 AM to 1:00 PM and 2:00 PM to 5:00 PM Tuesday, March 28—9:00 AM to 8:00 PM
Classes begin	Tuesday, March 28, 1961
Holiday (Good Friday)	Friday, March 31, 1961
Mid-Term reports due	Friday, April 28, 1961
Pre-registration for summer and fall quarter	Wednesday, Thursday, Friday, May 3-5, 1961
Examinations	Monday, Tuesday, Wednesday, June 5-7, 1961
Graduation	Monday, June 12, 1961

SUMMER SESSION, 1961

Last day to file Application for Admission	Wednesday, May 24, 1961
Registration	Wednesday and Thursday, June 14-15, 1961
Classes begin	Friday, June 16, 1961
Mid-Term reports due	Friday, July 14, 1961
Examinations	Wednesday and Thursday, August 9-10, 1961

Regents, University System of Georgia

244 Washington Street, S.W. — Fourth Floor
ATLANTA

<i>District</i>	<i>Regent</i>	<i>Address</i>
State at Large—James A. Dunlap	February 19, 1960—January 1, 1967	Gainesville
State at Large—Allen Woodall	February 13, 1957—January 1, 1964	Columbus
State at Large—Roy V. Harris	February 19, 1960—January 1, 1967	Augusta
State at Large—Quimby Melton, Jr.	February 14, 1956—January 1, 1963	Griffin
State at Large—Carey Williams	January 1, 1955—January 1, 1962	Greensboro
First—Everett Williams	January 13, 1955—January 1, 1962	Statesboro
Second—John I. Spooner	January 1, 1954—January 1, 1961	Donalsonville
Third—Howard H. Callaway	January 1, 1958—January 1, 1965	Pine Mountain
Fourth—Robert O. Arnold	January 1, 1956—January 1, 1963	Covington
Fifth—David F. Rice	January 1, 1954—January 1, 1961	Atlanta
Sixth—Linton D. Baggs, Jr.	July 8, 1957—January 1, 1964	Macon
Seventh—Ernest L. Wright	February 6, 1959—January 1, 1966	Rome
Eighth—James D. Gould	February 13, 1957—January 1, 1964	Brunswick
Ninth—Morris M. Bryan, Jr.	February 3, 1959—January 1, 1966	Jefferson
Tenth—W. Roscoe Coleman	January 1, 1958—January 1, 1965	Augusta

Officers of the Board of Regents

<i>Chairman</i>	Robert O. Arnold
<i>Vice-Chairman</i>	Everett Williams
<i>Chancellor</i>	Harmon W. Caldwell
<i>Executive Secretary</i>	L. R. Siebert
<i>Treasurer</i>	James A. Blissit

The Armstrong College Commission

The Commission controls certain endowment funds and scholarship funds which have been contributed by local citizens over a period of years. It serves also in an advisory capacity to the college.

HERSCHEL V. JENKINS, *Honorary Chairman*

DR. IRVING VICTOR	<i>Chairman</i>
JOSEPH H. HARRISON	<i>Vice-Chairman</i>
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GRADY L. DICKEY	<i>Ex-Officio</i>
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Office of the President

FOREMAN M. HAWES, A.B., M.S.	<i>President</i>
MARJORIE A. MOSLEY, A.A.	<i>Administrative Assistant and Secretary to the President</i>

Evening Program

MARY H. STRONG, A.B.	<i>Director</i>
HELEN MEIGHEN	<i>Secretary</i>

Office of the Comptroller

JULE C. ROSSITER, A.A.	<i>Comptroller</i>
NORMA JEAN CALLOWAY	<i>Clerical Assistant</i>
ELIZABETH S. DIXON	<i>Clerical Assistant</i>

Office of the Registrar

JACK H. PADGETT, A.B., M.A.	<i>Registrar & Director of Admissions</i>
NELLIE HANKINS SCHMIDT, B.A.	<i>Assistant Registrar</i>
ELIZABETH O. HITT	<i>Assistant to the Registrar</i>
MINNIE MCG. CAMPBELL	<i>Veterans' Affairs Officer</i>
BERTIS JONES	<i>Clerical Assistant</i>
ELIZABETH HOWARD	<i>Clerical Assistant</i>

Student Personnel Services

M. LORRAINE ANCHORS, A.B., M.A.	<i>Coordinator</i>
DOROTHY M. THOMPSON, A.B., M.A.	<i>Psychologist</i>
HENRIETTA ALL	<i>Secretary</i>

Library

RUTH PECK SMITH, A.B., B.S. in L.S.	<i>Librarian</i>
ELLA NUGENT CLANCY	<i>Assistant to the Librarian</i>
JAMES BISSON	<i>Assistant to the Librarian</i>

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SARA BETH TUTEN	<i>P.B.X. Operator</i>
MARY ELIZABETH POUND	<i>Manager, Student Center and Book Store</i>
J. ALLEN SEAY	<i>Supt. of Grounds and Buildings</i>
JOE MCNEELY, JR.	<i>Assistant Supt. of Grounds and Buildings</i>

The Faculty

M. LORRAINE ANCHORS, A.B., M.A., Baylor University: Graduate Study, Cambridge University
English

W. ORSON BEECHER, A.B., M.A., Emory University; M.A., University of Georgia: Graduate Study, Emory University
*Chairman, Social Science Department
History*

*STEPHEN P. BOND, B.S. in Architecture, Georgia Institute of Technology
Engineering Drawing

B. RANSOM BRADFORD, A.B., Emory University; Graduate Study, Emory University
English

WILLIAM E. COYLE, A.B., Emory University; M.A., Georgetown University
History and Political Science

LESLIE B. DAVENPORT, B.S., College of Charleston; M.S., Virginia Polytechnic Institute; Graduate Study, University of Georgia
Chairman, Biology Department

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*Chairman, Business Administration and Commerce Department
Business Administration*

*Part time.

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Physical Education

*ANGEL DEL BUSTO, Artist's Diploma, Julliard School of Music; Mus. D., Zoellner Conservatory

Woodwind Instruments

JOSEPHINE SIMMONS DENMARK, B.S., Georgia Southern College; M.S. in Home Economics, University of Georgia; Graduate Study, Texas Woman's University

Chairman, Home Economics Department

JOHN L. M. DES ISLETS, COL. (Ret.), B.S., United States Military Academy

Chairman, Physics and Physical Science Department

STRATOS GEORGE DUKAKIS, B.S. in Electrical Engineering, University of Massachusetts

Engineering Drawing

ROSSITER C. DURFEE, A.B., M.A., Stanford University

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Mathematics

JACK B. FOWLER, A.B., University of Georgia; M.A., George Peabody College for Teachers

English

ALBERT GORDON, A.B., M.A., University of North Carolina

English and Director of the Masquers

*THEODORE HENKLE, Julliard School of Music, Pupil of Leopold Auer

Violin

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Mathematics

**LUTRECIA ADAMS HUNTER, B.S. and M.A., George Peabody College for Teachers

Acting Chairman, Mathematics Department

TED L. HUNTER, B. A., University of Florida; Graduate Study, University of North Carolina

Psychology and Sociology

*Part time.

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Music, Faculty Advisor for Student Activities

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Psychology

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Physics

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*Chairman, Physical Education Department
Basketball Coach*

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Botany and Biology

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Sociology and History

ROBERT T. STUBBS, B.S., M.A., Georgia Institute of Technology

Chairman, Mathematics Department

CAROL DYSART TAPP, B.S., University of Tennessee

Shorthand and Comptometer

LAWRENCE M. TAPP, B.S., University of Tennessee; Graduate Study, University of Tennessee

Physical Education for Men

DOROTHY M. THOMPSON, A.B., Monmouth College; M.A., Northwestern University; Certificate in Psychiatric Social Work, Western Reserve University

Psychology and Sociology

WILLIAM LIVINGSTON TRAVIS, COL. (Ret.), B.S., United States Military Academy; LL.B., George Washington School of Law

Chairman, Technical Institute

Physical Science and Engineering Drawing

ANTHONY M. WARREN, B.A. and Graduate Study, Tulane University

English

MILDRED ALEEN WILLIAMS, B.S. Western Carolina College; Graduate Study, Clemson College

Chemistry

WILLIAM SWOLL WINN, B.D., A.B., Emory University; M.A., University of North Carolina

Mathematics

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JAMES A. HENDERSON, Bachelor of Industrial Engineering, University of Florida

HERMAN L. LETCHWORTH, Journeyman Machinist, Methods and Machine Design

JAMES C. MCKEE, Bachelor of Forestry, Stephen F. Austin College; Master of Forestry, Duke University

JOHN J. OWEN, JR., B.S. in Chemical Engineering, Louisiana State University

CREED H. REAGAN, B.S. in Industrial Engineering, University of Tennessee

DAVID W. REID, B.S. in Chemical Engineering, North Carolina State University

CALVIN S. SCHLESSMAN, B.S. in Chemical Engineering, Carnegie Institute of Technology

JOHN TOLAND, B.S. in Mechanical Engineering, Georgia Institute of Technology

**The following is a resolution adopted by the Board
of Regents at its meeting held in Atlanta,
Georgia on March 12, 1958**

“RESOLVED, That the requirements for admission to the various institutions of the University System of Georgia be amended so that the following additional requirements must be met:

1. Any resident of Georgia applying for admission to an institution of the University System of Georgia shall be required to submit certificates from two citizens of Georgia, alumni of the institution that he desires to attend, on prescribed forms, which shall certify that each of such alumni is personally acquainted with the applicant and the extent of such acquaintance, that the applicant is of good moral character, bears a good reputation in the community in which he resides, and, in the opinion of such alumnus, is a fit and suitable person for admission to the institution and able to pursue successfully the courses of study offered by the institution he desires to attend.

Provided, however, that any applicant who seeks admission to an institution with an enrollment less than 1000 students and who lives in a country in which no alumnus of the institution he wishes to attend resides, may furnish a certificate from the Judge of the Superior Court of his circuit in lieu of the certificate from alumni. In such a case the certificate of the Judge of the Superior Court shall set forth the same facts that the alumni certificate must contain in other cases.

Each such applicant shall also submit a certificate from the Ordinary or Clerk of the Superior Court of the county in which the applicant resides that such applicant is a *bona fide* resident of such county, is of good moral character and bears a good reputation in the community in which he resides. However, any applicant who lives in a county having a population of 100,000 or more, may submit in lieu of the certificate from the Ordinary or Clerk of the Superior Court a certificate, on a prescribed form, from a third alumnus of the institution that applicant desires to attend. This third alumnus shall be one of those on a list of alumni designated by the president of the alumni association of the institution to assist the institution in its efforts to select students of character, aptitude, and ability and to obtain corroborating evidence regarding the place of residence of such students. The certificate of the third alumnus in counties with a population of 100,000 or more shall set forth the facts required in the certificate from the Ordinary or Clerk of the Superior Court.

2. Any non-resident of the State applying for admission to an institution of the University System of Georgia shall submit a similar certificate from two alumni of the institution that he desires to attend, or from two reputable citizens of the community in which the applicant resides. Every such applicant shall also submit a certificate from a judge of a court of record of the county, parish, or other political sub-division of the State in which he resides that he is a *bona fide* resident of such county, parish, or other political sub-division and a person of good moral character and bears a good reputation in the community in which he resides.
3. There is reserved to every institution of the University System of Georgia the right to require any applicant for admission to take appropriate intelligence and aptitude tests in order that the institution may have information bearing on the applicant's ability to pursue successfully courses of study for which the applicant wishes to enroll and the right to reject any applicant who fails to satisfactorily meet such tests.
4. There is reserved to every institution of the University System of Georgia the right to determine the sufficiency of any certificate required by this resolution; the right to determine whether any applicant has met the requirements for admission as set forth by this resolution, or otherwise, and is a fit and suitable person for admission to such institution. There is also reserved the right to reject the application of any person who has not been a *bona fide* resident of Georgia for more than twelve months.

5. If it shall appear to the president or other proper authority of any institution of the University System of Georgia that the educational needs of any applicant for admission to that institution can best be met at some other institution of the University System, he may refer the application to the Board of Regents for consideration, for reference or assignment to such other institution.
6. This resolution shall become effective immediately and catalogs of all institutions of the University System shall carry these requirements. Catalogs already printed shall carry inserts or addenda showing these requirements. The foregoing requirements shall apply to all applicants who have applied for admission to any institution of the University System of Georgia, but have not been actually enrolled and admitted, and to all applicants who hereafter make application for admission to any such institution.
7. All alumni, ordinaries and clerks of the superior courts, called upon or requested to execute certificates on behalf of applicants for admission to any institution under any paragraph as hereinbefore provided, shall, with respect to certifications as to good moral character, reputation, fitness and suitability for admission to the institution, and ability to pursue successfully the courses of study therein, be guided and controlled by the following standards:
 - (a) Age of the applicant.
 - (b) Past educational record, academic achievements, and overall scholastic ability of the applicant.
 - (c) Temperament, demeanor and attitude of the applicant.
 - (d) Any past criminal record of the applicant or other disciplinary problems.
 - (e) Sobriety.
 - (f) Martial status, and all other similar obligations.
 - (g) Financial ability of the applicant to successfully defray all school and living expenses.
 - (h) Physical and mental fitness—any nervous or other physical defects or disorders.
 - (i) Any military service record of the applicant.
 - (j) The general reputation of the applicant in the community in which he or she resides, as the same may be known to such alumnus, ordinary, or clerk, or as may be made

known by recommendations or testimonials from persons known to such alumnus, ordinary or clerk to be reliable."

This 28th day of October, 1958.

s/s L. R. Siebert, Executive Secretary
Regents of the University System
of Georgia.

The Board of Regent at its meeting on April 22, 1959, approved the following regulations regarding classification of students as residents and non-residents of the State for fee purposes:

"RESOLVED, That the Board of Regents of the University system of Georgia shall and it does hereby declare that in order to register as a legal resident of Georgia at an institution of the University System, a student must establish the following facts to the satisfaction of the registering officer:

1. A student who is under 21 years of age at the time he seeks to register or re-register at the beginning of any quarter will be accepted as a resident student only upon a showing by him that his supporting parent or guardian has been a bona fide resident of Georgia for a period of at least twelve months immediately preceding the date of registration or re-registration.
2. In the event that a legal resident of Georgia is appointed as the guardian of a non-resident minor, such minor will not be permitted to register as a resident student until the expiration of one year from the date of the appointment, and then only upon proper showing that such appointment was not made to avoid the non-resident fee.
3. If a student is over 21 years of age, he must show that *bona fide* residence in Georgia was established at least one year prior to the registration date. Any period of time during which a person is enrolled as a student in an educational institution in Georgia may not be counted as a part of the year's residence herein required when it appears that the student came into the State and remained in the State for the primary purpose of attending a school or college."



General Information

History and Organization

Armstrong College of Savannah was founded on May 27, 1935, by the Mayor and Aldermen of the City of Savannah to meet a long-felt need for a junior college. The first college building was the magnificent home of the late George F. Armstrong, a gift to the city from his widow and his daughter. The former home, now called the Armstrong Building, is an imposing structure of Italian Renaissance Architecture; inside, its spacious rooms and marble halls lend an air of dignity; while outside it is one of the beautiful college buildings in the South.

Over the years, through private donation and public appropriation, the campus has been enlarged until now it includes four additional buildings: the Lane Building, a gift of the late Mills B. Lane, prominent banker; John W. Hunt Memorial Building in which are located the Student Center, the Home Economics Program, classrooms and the Dancing Studio; Herschel V. Jenkins Hall, which contains the auditorium and theater for the Armstrong College Masquers and classrooms; and Thomas Gamble Hall, site of science lecture rooms and laboratories.

Three of the buildings face forty-acre Forsyth Park, the most beautiful park in the city; the other two face Monterey Square, one of the carefully planned squares for which Savannah is famous.

Hodgson Hall, across from Forsyth Park on Whitaker Street, contains the college library as well as the Library of the Georgia Historical Society, to which Armstrong students have access.

The college was under the administrative control of the Armstrong College Commission until January 1, 1959. On this date the institution became a unit in the University System of Georgia and under the control of the State Board of Regents.

Aims

The college seeks to serve the community by giving the men and women who attend its classes a better understanding of the world in which they live and the experience of adapting knowledge to meet the obligations and responsibilities of citizenship.

The student may complete one or more of the following specific objectives.

1. Complete the freshman and sophomore years of the four-year senior college program leading to the baccalaureate degree;
2. Finish two years of pre-professional work leading toward medicine, dentistry, law, home economics, the ministry and other professions;

3. Graduate from a semi-professional program, prepared to go into business or industry;
4. Complete two years of an engineering program which is transferable for credit to colleges of engineering;
5. Complete a two-year technical institute program;
6. Obtain two years of learning in fields that will enrich personal and social living.

The college awards an associate degree to students completing an approved program.

Admission to the College

Scholastic & Personal Requirements

An applicant planning to enter Armstrong College will obtain from the Director of Admissions an "Application for Admission" form. Completion of all application forms and of all requirements contained therein is required of each applicant before his request for admission can be considered. No application forms will be considered unless received by the date prescribed in the calendar set forth on page 3, which is in each case at least twenty (20) days prior to the first day of registration. Armstrong College reserves the right to terminate receipt of application forms when enrollment limits are reached.

The applicant will request the high school principal, or the college registrar (in the case of a transfer student) to send a transcript of credits to the Director of Admissions, Armstrong College of Savannah, Savannah, Georgia.

The Director of Admissions will notify the applicant that he has been admitted if he meets the minimum requirements for admission listed below.

1. The applicant must be at least sixteen years of age and of established moral character. Armstrong College reserves the right to examine and investigate the moral worth, character, and personality of the applicant.

2. The College Entrance Examination Board's Scholastic Aptitude Test is required of all applicants for admission including those who have had previous college work, except as noted in paragraph 1 under Transfer Students, page 20. The results of the tests must be filed with the Director of Admissions before the application can be considered. In order that the scores may be received in time for evaluation, the applicant must follow the testing schedule below:

For Summer Quarter, 1960—take test on
December 5, 1959, January 9, 1960,
February 6, 1960 or March 12, 1960.

For Fall Quarter, 1960—take test on
December 5, 1959, January 9, 1960,
February 6, 1960, March 12, 1960, or
May 21, 1960.

For Winter Quarter, 1960—take test on
May 21, 1960 or August 10, 1960.

For Spring Quarter, 1960—take test on
December 3, 1960 or January 14, 1961.

The high school principal, counsellor, or the Director of Admissions of Armstrong College will supply the necessary information for making application to take the College Entrance Examination Board Scholastic Aptitude Test; or the applicant may write directly to the College Entrance Examination Board, P. O. Box 592, Princeton, New Jersey. Please note that application must be made to the College Entrance Examination Board one month prior to the testing dates listed above.

3. The applicant must meet at least one of the following requirements:

- a. Graduation from an accredited high school.
- b. Have credit in a minimum of 16 units, as specified in section 4, below, from an accredited high school. The applicant in this category must meet further qualifications determined by the Admissions Committee.
- c. Acceptable scores on the General Educational Development Tests (high school level). An overall average of 45 with no score less than 35 is required to qualify for a State High School Equivalency Certificate. An applicant twenty years of age or over, who is not a graduate of an accredited high school, may take the General Educational Development Tests (high school level). These tests comprise five (5), two (2) hour examinations and must be completed two weeks prior to registration. Additional information may be obtained from the office of the Director of Admissions.

4. Beginning with the Fall quarter of 1960, a minimum of 16 units from an accredited high school will be required in the fields listed below:

English	4
*Mathematics	2 or 3 (One must be in Algebra)

*As most senior colleges require two (2) units of Algebra and one (1) unit of Plane Geometry for admission to degree programs in Engineering and/or Science, students planning to enter these fields are strongly urged to present these three (3) units in mathematics for admission to Armstrong College.

Social Studies	2
Natural Sciences	2
Other academic units	4
Other	2 or 1

Armstrong College reserves the right to reject the credits from any high school or other institution notwithstanding its accredited status, where the college determines either from investigation or otherwise, that the quality of instruction available at such high school or institution is for any reason deficient or unsatisfactory.

5. Applicants who qualify under the terms of Numbers 3 and 4 above must also have a predicted grade point average (based on high school record, College Entrance Examination Board scores, and other pertinent data as determined by the Admissions Committee of Armstrong College) which indicates that the applicant has the potential to pursue effectively the educational program of Armstrong College.

6. If the application forms, College Entrance Examination Board Scholastic Aptitude Test scores, and properly transmitted records of the applicant are found to be complete and in proper order and the grades and scores indicate that the candidate is eligible for consideration, the applicant will be informed that his application for admission has been tentatively accepted.

He will then be directed by the Admissions Officer to appear at Armstrong College for personal testing and interview. Appointments will be made as soon as possible after his application for admission has been tentatively accepted. Testing and interview must be completed prior to the first day of Orientation Week or prior to the first day of Registration, whichever is the earlier date. Applicants are urged to take advantage of the earliest date for testing and interview as final acceptance cannot be given until this process is completed.

At this time, every applicant will be evaluated in terms of his test scores and grades, scholastic aptitude, social and psychological adjustment, and the probability of his completing the requirements for a college degree.

In reviewing the application, the interviewing representative of Armstrong College shall consider all examination scores, scholastic records, personal data, and the applicant's ability to make the social and psychological adjustment to the college environment. Each applicant must give evidence of sturdiness of character, promise of growth, seriousness of purpose, and a sense of social responsibility. Armstrong College reserves the right, in every case, to reject any applicant whose general records and attitude do not prognosticate success in Armstrong College notwithstanding the completion of other requirements. Armstrong College reserves the right further to test any applicant extensively by the use of psychological, achievement, and aptitude tests.

7. The Admissions Committee shall review any application directed to it by the Director of Admissions for total study and subsequent recommendation to the Director of Admissions.

8. Acceptance or rejection of each and every application will be determined by the Director of Admissions, subject to the right of appeal as provided in the Faculty Statutes of Armstrong College and the by-laws of the Board of Regents of the University System.

9. **APPLICATION FORM DEPOSIT:** A validating deposit of \$15.00 must accompany each complete application form before it can be given official consideration. This deposit does not bind Armstrong College to admit the applicant nor does it indicate acceptance of the applicant's qualifications. If the applicant is admitted, the deposit will be applied towards tuition for the quarter following acceptance. The deposit will be refunded to the applicant if he is not eligible for admission. If the applicant wishes to withdraw his application, the deposit will be refunded if the applicant does not register and if the refund is requested in writing twenty (20) days prior to the first day of registration. Any student who withdraws during the first quarter of his attendance shall have his admission deposit deducted before any computation is made of the refund to which he may be entitled.

TRANSFER STUDENTS

1. Students who desire to transfer to Armstrong College from another college in the University System of Georgia will not be required to present scores of the College Entrance Examination Boards' Scholastic Aptitude Test. Those students who transfer from colleges outside of the University System of Georgia will be required to present scores of the College Entrance Examination Board's Scholastic Aptitude Test unless they have satisfactorily completed the equivalent of two years of college work (90 quarter hours). In every other respect, transfer students must comply with admission requirements of entering freshmen.

Transfer students whose applications for admission have been tentatively accepted will be expected to appear for personal testing and interviews on dates specified by the Director of Admissions. Testing and interviews must be completed prior to the first day of Orientation Week or prior to the first day of registration, whichever is the earlier date. Applicants are urged to take advantage of the earliest date for testing and interview as final acceptance cannot be given until this process is completed.

2. Transfer students should refer to the foregoing information relative to the admissions procedures, requirements, and dates of filing the completed application with the Office of the Director of Admissions.

3. Transfer applicants must comply with the policy of the Board of Regents in furnishing the certificate found in the official application for admission form.

4. The applicant must request that official transcripts showing evidence of studies pursued at all other colleges or universities be sent to the Director of Admissions. These transcripts must furnish a statement of honorable dismissal. Completion of ALL application forms is required of each applicant for admission by transfer from other institutions before his request for admission can be considered. It should be understood that only those applicants will be admitted whose past records indicate a favorable prospect of successful study with the faculty and with the other students in college. Every transfer student seeking admission will be evaluated for aptitude, achievement, motivation, social and psychological adjustment, scholastic performance and probability of completing the requirements for a degree.

5. Armstrong College reserves the right to deny admission to any student transferring to Armstrong College when, in the opinion of the Director of Admissions, the academic standards or the admission procedures of the institution(s) previously attended are not equivalent or comparable to those existing at Armstrong College.

6. When a transfer applicant's qualifications are in question, the Director of Admissions, at his discretion, will refer the application in totality to the Admissions Committee for its review and recommendations. However, the final determination of the applicant's eligibility for admission to the College will be made by the Director of Admissions.

7. Acceptance or rejection of each and every application will be determined by the Director of Admissions, subject to the right of appeal as provided in the by-laws of the Board of Regents of the University System.

8. **APPLICATION FORM DEPOSIT:** A validating deposit of \$15.00 must accompany each completed application form before it can be given official consideration. This deposit does not bind Armstrong College to admit the applicant nor does it indicate acceptance of the applicant's qualifications. If the applicant is admitted, the deposit will be applied towards tuition for the quarter following acceptance. The deposit will be refunded to the applicant if he is not eligible for admission. If the applicant wishes to withdraw his application, the deposit will be refunded if the applicant does not register and if the refund is requested in writing twenty (20) days prior to the first day of registration.

9. The amount of academic credit that Armstrong College will allow for work done in another institution within a given period of time may not exceed the normal amount of credit that could have been earned at Armstrong College during that time. A maximum of

sixty (60) academic quarter hours from an accredited college may be applied in the program for which the applicant desires to enroll.

10. Courses transferred for credit from other colleges or universities must have an over-all average of "C" grade. Under no circumstances will credit be allowed for courses in freshman English unless the grades received are "C" or better. College credit will not be allowed for such courses as remedial English and remedial mathematics or courses basically of secondary school level.

11. Credit for specific courses designated as "core curriculum" or "major" courses will not be allowed unless grades received are "C" or above.

12. It is the policy of the Board of Regents that the total number of hours that may be earned toward an associate degree by extension courses shall not exceed 22½ quarter hours.

Admission of Veterans

Armstrong College of Savannah will accept veterans who are not high school graduates if their official General Educational Development tests show scores that indicate the applicant's ability to do college work. A Certificate of Eligibility and Entitlement (VA Form VB 7-1993) is required of every veteran who attends this institution under Public Law 550 (Korean Bill), application for which may be completed at the Veterans Administration office at 300 Drayton Street, Savannah, Georgia, or at the State Department of Veterans Service, 10 East Bay Street, Savannah, Georgia. Immediately upon receipt of Certificate of Eligibility and Entitlement from the Veterans Administration the student should contact the Armstrong College Veterans Office regarding processing of certificate and future monthly reports. All veterans attending Armstrong College under Public Law 550 should be prepared to pay tuition and fees at time of registration.

Orientation and Advisement

The counseling and advisement service of Armstrong College of Savannah offers help in solving problems connected with the student's college program.

Students are urged to request help from their instructors when the difficulty is one concerned with the subject itself and having no complications. The areas with which the adviser is usually concerned are choice of vocation, the planning of work in college, study habits generally and personal adjustment to college life. Those problems which do not fit into these general categories, either because of greater intensity or critical developments, are referable to community agencies outside the college if this is agreeable to the student and his parents or guardians.

The academic advisement of students is distributed among the entire faculty so that each instructor carries the responsibility for a proportionate number of the entire student body registered in the day program. Advisement interviews are scheduled with each student at least once a quarter and appointments for these interviews are mailed from the office of the Registrar. These interviews are designed to aid the student in planning his program of work in college.

Student Personnel Services

In the fall of 1957 the office of Student Personnel Services was added to the advisement program discussed above. The services available are as follows: individual diagnostic tests for students of high ability and low performance; vocational aptitude tests on an individual basis; and short-time counseling with students whose difficulties in adjusting to college life, either academic or social, require help beyond that which may be given by advisors and instructors.

Student Personnel Services also attempts to help the student to choose a senior college and to plan his program according to requirements of the senior college. Information concerning scholarships may be obtained through this office.

Commencement Exercises

Commencement exercises are held each year in June. At this time an associate degree is awarded to those students who have met the requirements for graduation, and recognition is given to those who qualify for scholastic honors. The faculty and graduates participate in full academic dress.

FEES

Application Deposit

The Application Deposit of \$15.00 is made by all students at the time of initial application for admission to Armstrong College. This fee is applied as a credit against registration fees, if registration is completed the quarter following acceptance; otherwise, not refundable. The acceptance of the Application Deposit does not constitute acceptance of student. If applicant wishes to withdraw application for admission, complete refund will be made provided written request is received twenty days prior to official registration date of the quarter following acceptance. The Application Deposit will be refunded to the applicant if he is not eligible for admission. Any student who withdraws during the first quarter of his attendance shall have his admission deposit deducted before any computation is made of the refund to which he may be entitled.

Matriculation Fee

The Matriculation Fee for students registering for the normal course load of fifteen hours is \$33.00. Special students (those carrying less than 12 credit hours in a quarter) will pay at the rate of \$3.00 per quarter hour in Matriculation Fee.

Out of State Tuition

Non-residents of Georgia must pay a fee of \$50.00 per quarter in addition to all regular fees. Special students (those carrying less than 12 credit hours in a quarter) who are not legal residents of the State of Georgia will pay at the rate of \$4.00 per quarter hour Out-of-State Fee in addition to all regular fees.

Student Activity Fee

There will be a student Activity Fee of \$10.00 per quarter. This fee is not refundable. Student Activity Fee will be charged to any Day Student who has registered for ten or more quarter hours. No charge will be made to Evening Program Students.

Late Registration Fee

Five days will be allowed for completion of registration. A late registration fee of \$3.00 will be charged on the fourth day of registration and a late registration fee of \$4.00 will be charged on the fifth day of registration. This fee is not refundable.

Change of Schedule Fee

A fee of \$2.00 is charged for the changing of a student's schedule after the registration cards have been processed. No charge is made if the change is initiated by the College. This fee is not refundable.

Graduation Fee

A Graduation Fee of \$7.50 will be collected from each candidate for graduation.

Transcript Fee

Each student is entitled to one official transcript of his college work. The charge for additional copies is \$1.00 each.

Music Fees

Students enrolled in Applied Music Courses will be required to pay a special fee. The fees are indicated in the description of courses found under "Course Descriptions" elsewhere in this bulletin.

Make-up Test Fee

For cause, a student may arrange with an instructor to make up an announced quiz or final examination. The arrangements to make up the announced test must be made within one week after the student returns to college.

A fee of \$2.00 is charged for the making up of any announced quiz and a fee of \$5.00 for a make-up final examination and laboratory examinations, except as shown below. The total charges to any one student for a final make-up examination in a given subject shall not exceed \$5.00. All fees will be paid to the Business Office.

The conditions under which fees for make-up quizzes and final examinations will not be charged are as follows: The student was absent (1) on official college business; (2) due to illness; (3) because of death in the family; or (4) in observing religious holidays.

The student's reasons for claiming exemption from paying the fee must be presented in writing to the instructor.

Summary of Fees

Matriculation, per quarter	\$ 33.00
Student Activity, per quarter	10.00

TOTAL FOR GEORGIA RESIDENTS	\$ 43.00
Out-of-State Tuition, per quarter	50.00

TOTAL FOR NON-RESIDENTS	\$ 93.00
Matriculation, Special Students, per quarter hour	3.00
Non-Resident Tuition, Special Students, per quarter hour (in addition to Matriculation Fee)	4.00
Application Deposit (paid only once, applied against fees)	15.00

Privilege Fees

Late Registration—Maximum	4.00
Special Examinations	2.00
Final Examinations	5.00
Graduation	7.50
Transcript, first one free, each additional	1.00
Change of Schedule	2.00

Refunds

Refunds of fees will be made only upon written application for withdrawal from school. No refunds will be made to students dropping a course. Students who formally withdraw during one week following the scheduled registration date are entitled to a refund of 80% of the fees paid for that quarter. Students who formally withdraw dur-

ing the period between one and two weeks after the scheduled registration date are entitled to a refund of 60% of the fees paid for that quarter. Students who formally withdraw between two and three weeks after the scheduled registration date are entitled to a refund of 40% of the fees paid for that quarter. Students who formally withdraw during the period between three and four weeks after the scheduled registration date are entitled to a refund of 20% of the fees paid for that quarter. Students who withdraw after a period of four weeks has elapsed from the scheduled registration date will be entitled to no refund of any part of the fees paid for that quarter.

Students who formally withdraw from the Summer Session are entitled to refunds as follows:

Withdrawal on 1st, 2nd or 3rd day of first week	80% refund of fees paid
Withdrawal on 4th or 5th day of first week	60% refund of fees paid
Withdrawal on 1st, 2nd or 3rd day of second week	40% refund of fees paid
Withdrawal on 4th or 5th day of second week	20% refund of fees paid

Fees and Charges are Subject to Change at the End of any Quarter

Any student delinquent in the payment of any fee due the college will have grade reports and transcripts of records held up, and will not be allowed to re-register at the college for a new quarter until the delinquency has been removed.

Library

The college library of Armstrong College is housed in Hodgson Hall on the corner of Whitaker and West Gaston Streets. All the materials are readily available to the students since all books are on open shelves. On the main floor is the reference room which contains reference books, non-fiction books, biography, and the reserve and circulation desk. Downstairs is another reading room, containing fiction, books in foreign languages, current and bound volumes of periodicals, and the career information. The workroom and the office of the Librarian are also downstairs.

At the present time the library collection consists of 15,000 volumes as well as a large number of pamphlets on subjects of current interest. More than one hundred periodicals are received, including four newspapers. Besides the books, magazines and pamphlets, the library has a collection of recordings located in the downstairs reading room for the use of the students, faculty and staff.

In addition to the resources of the college library, the students have free access to the holdings of the Georgia Historical Society, also housed in Hodgson Hall. This library contains an outstanding collection of materials on Georgia and its history as well as a large collection of materials on Southern history. The holdings of the Historical Society consist of more than ten thousand books, eighty periodical subscriptions, an extensive manuscript collection, and one of the more complete files of the Savannah newspapers, dating back to 1763.

Audio Visual Instruction

Certain classrooms of the college are equipped with screens for the showing of films. In the teaching of English, public speaking, foreign languages and music, visual aids are supplemented by recordings.

Student Assistants

The college employs a number of student assistants each year. These students work in the library, science laboratories, business offices and with the faculty. Those who desire such employment should apply to the staff member who is in charge of the work in which he is interested or to the President of the college.

Scholarships

The scholarships which are available to students are listed below. Application forms may be secured in the President's office in the Armstrong Building. Those who wish to apply for a scholarship for the school year beginning in September should file an application in the President's office not later than July 15. All applicants are required to appear before an oral interview board during the month of August. Each applicant is notified in writing when to appear for his interview.

AMERICAN SOCIETY OF WOMEN ACCOUNTANTS—1 is offered each year. Value: \$100.00. (Women only are eligible.) This scholarship is awarded to a woman student from one of the local high schools who is planning to major in accounting.

ARTHUR LUCAS MEMORIAL SCHOLARSHIPS—5 are offered each year. Value: \$100.00 each. (Both men and women are eligible.)

JUNIOR CHAMBER OF COMMERCE—2 are offered each year. Value: \$200.00 each. (Both men and women are eligible.) One scholarship is awarded to a sophomore and one to a freshman.

EDWARD McGUIRE GORDON MEMORIAL SCHOLARSHIP—1 is offered each year. Value: \$200.00. (Men only are eligible.) Applicants must be residents of Chatham County.

SAVANNAH GAS COMPANY—3 are offered each year. Value: \$150.00 each. (Both men and women are eligible.) These scholarships are awarded to students in the day school only.

PANHELLENIC ASSOCIATION OF SAVANNAH—1 is offered each year to a woman student. Value: \$100.00.

HARRY G. STRACHAN, III MEMORIAL SCHOLARSHIP—1 is offered for the school year 1960-61. Value: \$100.00. (Both men and women are eligible.)

T. MAYHEW CUNNINGHAM MEMORIAL SCHOLARSHIP—1 is offered for the school year 1960-61. Value: \$200.00. (Both men and women are eligible.)

Placement Service

The college maintains a placement service for the benefit of employers and students. Anyone seeking part-time employment while in college, or full-time employment after leaving college, should place his name on file with Student Personnel Services.

Student Center

The college does not operate a boarding department. The Student Center in the Hunt Building is open throughout the day and provides light lunches at reasonable prices. The Center also provides recreational facilities and houses the book store.

Student Activities

The entire program of student activities at the college is designed to contribute to the development of the whole individual and to assist him in becoming an active and helpful member of the community.

The governing body for student affairs at Armstrong College is the Student Senate. This organization is made up of elected representatives from all student groups recognized by the Senate. It is the function and responsibility of the Senate to coordinate, direct and control student organizations and activities at Armstrong.

Athletics

Armstrong participates on the inter-collegiate level in basketball, golf, and tennis. All other sports at the college are on an intramural basis. Intramural competition is offered in such sports as basketball, volleyball, swimming, football, tennis, golf, softball and ping-pong. All are encouraged to take part in this program.

Physical Education Program

All regular day students are required to participate in a physical education program.* Courses are offered each quarter except during

*This regulation is not applicable to students enrolled in the evening program.

the summer. These are listed elsewhere in the catalog under "Course Descriptions." See "General Regulations" for specific information concerning requirements of the program.

Publications

There are two student publications at Armstrong, the *Inkwell*, a newspaper, and the *'Geechee*, the college annual. These afford the students an opportunity to express themselves through creative writing and art work, and to gain experience in other journalistic activities.

The Armstrong College Masquers

The Armstrong College Masquers, with a charter membership of over seventy students, was organized in the Fall of 1950, after the Savannah Playhouse separated from Armstrong College and was re-organized as the Little Theatre, Inc.

The Masquer organization's goal is to furnish enjoyment and appreciation of the drama for both participants and spectators through a balanced presentation of popular and classic theatre.

Masquer membership is open to all students and faculty interested in any phase of the theatre: acting, designing, lighting, make-up, costuming, and other production skills.

An affiliate of the Masquers is the Armstrong Radio Workshop, formed to offer interested students an opportunity to develop techniques of radio broadcasting.

The Glee Club

The Armstrong Glee Club is composed of students who enjoy singing and desire the satisfaction to be gained from group singing. Besides two yearly concerts at the college, the Glee Club has produced musicals with the Armstrong Masquers and sung for many civic groups in Savannah.

Armstrong Evening Program

Armstrong College Evening Program began operation in June 1951. Fully accredited college classes are offered after 5:30 p.m., Monday through Friday. Classes meet one, two or three evenings a week according to the amount of credit the course offers and its duration.

Students not seeking degrees may enroll in courses on a non-credit basis.

The dates for refunds in the case of withdrawal listed elsewhere in this Bulletin are applicable. When a student is enrolled in more than

one course, no refund is allowed for dropping a single course. Refunds are made only in case of withdrawal from the college.

The cost of tuition, etc., is covered under "Fees." Student activity fees are not assessed evening program students unless they wish to participate in the regular activity program of the college.

Qualified Armed Service personnel, currently on active duty, may have their tuition partially defrayed by the services. This is arranged through the unit education officer of the service affected.

Quarterly announcements of evening program courses, instructors, etc., may be obtained by addressing requests to the Director, Armstrong College Evening Program, P. O. Box 1913, Savannah, Georgia.

Students employed during the day are advised to limit their enrollment to one or two courses. A student planning to graduate should follow one of the programs of study listed elsewhere in this Bulletin under "Curriculums." The Director of the Evening Program and members of the staff are available to assist students in planning their programs.

The Technical Institute Programs

Six programs leading to the degree of Associate in Science are offered by the Armstrong Evening Program. These are two year terminal programs which qualify the student as a technician in his chosen field. Curriculums are available in the following technologies: Building Construction, Civil and Electronic. In addition three other programs are offered in cooperation with the Union Bag-Camp Paper Corporation in Chemical, Industrial and Mechanical technologies. In these three fields the basic courses are taught at Armstrong College by the college staff. The advanced technical courses are conducted at the plant of the Union Bag-Camp Paper Corporation by fully qualified company personnel. Excellent shop, laboratory and classroom facilities are available. These courses are fully accredited by Armstrong College and are not restricted to employees of the company.

Tuition for Technical Institute courses taught at Armstrong College is the same as for other evening program courses. Tuition for the courses conducted at the Union Bag-Camp Paper plant is \$1.00 per credit hour, payable to Armstrong College.

Classes are scheduled whenever possible with duplicate or extra sessions to accommodate shift workers with rotating work hours.

Programs of study and course descriptions in the Technical Institute program will be found elsewhere in this bulletin.

Senior College Courses

A limited number of upper division courses are offered through the Extension Division of the University of Georgia. Instructors in these courses are approved by the heads of the departments at the University of Georgia. The courses carry University of Georgia credit and the grades are recorded in the Registrar's Office at the University of Georgia.

Fees for Extension courses are \$6.00 per quarter hour. A registration fee of \$1.00 is also charged. Registration for Extension courses is handled by representatives of the Extension Division entirely separate from Armstrong registration.

General Regulations

Advisement and Placement Tests

To help a student select a definite objective early in his college program, the Armstrong staff administers to each entering freshman a series of interest and achievement tests. Achievement tests in English and Mathematics are administered prior to admission. Placement in English and Mathematics courses is determined on the basis of the student's high school record and the scores on these tests. Interest tests are administered during Freshman Week. On the basis of these objective measurements, the student's previous record, and his interest, the student with the aid of his adviser decides on a program of study which will enable him to accomplish his purpose.

Physical Examinations

Each day student must submit a completed physical examination report on the forms furnished by the college before he can complete his registration. On the basis of the examination, the physical education director will adapt a program of training and recreation to individual requirements. This regulation is not applicable to students enrolled in the Evening Program.

Physical Education Program

All day students who are carrying as many as 10 quarter hours and (or) are candidates for diplomas or certificates are required to attain credit for six physical education courses, one each quarter. A student graduating in less than six quarters may reduce the physical education requirements accordingly. Regular courses should be taken in proper sequence and two required courses should not be scheduled in any one quarter.

A student who has served a minimum of three months in the military services shall be exempt from Physical Education 11. A student who has served a minimum of six months in the military services shall be exempt from Physical Education 11 and 12. Proof of service time shall be presented.

In order for a day student to be excused from any one physical education course, he must have his or her doctor sign a special form. A student who does not plan to graduate from Armstrong College will be allowed to register for any one quarter without physical education providing he or she signs the proper form. No student may register without a required physical education course except with written permission from the Physical Education Department.

The physical education department requires all students to make up all excused absences. Any unexcused absence from class will result

in a lower final grade. Physical education is not required of students in the evening program.

Course Load

The unit of work for a regular student is 16-17 quarter hours per quarter. A schedule of sixteen quarter hours presupposes that the average student will devote approximately forty-eight hours per week to his college classes and to his preparation therefor.

Except in engineering, permission to enroll for more than 17 quarter hours will be granted only to students who have a "B" average for the preceding quarter. The quarter just prior to graduation, a student may take an extra course which is necessary to meet requirements for graduation. No student will be allowed to register for more than 21 hours in any one quarter.

No student will be allowed to take more than 11 quarter hours of work in the Evening Program during the fall, winter and spring quarters unless he has better than a "B" average in the last quarter for which grades are available. A student will be limited to 6 quarter hours during any one term of the summer unless he has better than a "B" average in the last quarter of work for which grades are available. The limitations in the two preceding sentences apply only to students who are full-time employed. All entering students and students with full-time employment are limited to 11 quarter hours of work in the fall, winter and spring quarters; and to 6 quarter hours of work during any one term of the summer session. This regulation does not apply to transient students who are regularly enrolled in another institution.

Admission to Class

Students will be admitted to class when the instructor is furnished an official class card indicating that he has completed his registration and paid his fees in the Business Office.

Conduct

Compliance with the regulations of the faculty and the Regents of University System of Georgia is assumed. Gambling, hazing, and the use on the campus of intoxicating beverages are prohibited.

Reports and Grades

It is felt by the administration and faculty that students in college should be held accountable for their scholarship. Accordingly, report cards, warnings of deficient scholarship and all such notices are not sent to parents or guardians by the Registrar except on request. Instead

the students themselves receive these reports and are expected to contact their advisers whenever their work is unsatisfactory. Report cards are issued at the end of each quarter. Reports of failing grades are issued in the middle of each quarter. Each student has access to an adviser; in addition, the Registrar and all instructors are available to help any student seeking assistance.

Reports are based on the following system of grading:

A plus	95-100	Exceptional	4 honor points per quarter hour
A	90- 94	Excellent	3 honor points per quarter hour
B	80- 89	Good	2 honor points per quarter hour
C	70- 79	Fair	1 honor point per quarter hour
D	60- 69	Poor	No honor points per quarter hour
E		Incomplete	Incomplete must be removed before mid term of the following quarter
F		Failure	Course must be repeated
W		Withdrew	Course must be repeated
W/F		Withdrew Failing	Course must be repeated

A student who receives an "E" (incomplete grade) should consult his instructor at once and arrange to complete the requirements of the course. An "E" grade which has not been removed by the middle of the succeeding quarter automatically becomes an "F".*

Any student in the Evening Program who is unable to remove a grade of "E" because of absence due to military service or conditions of employment, may appeal to the Academic Standing Committee for a waiver of this regulation.

Honors

Students who have been in attendance for three consecutive quarters taking a normal load (not less than fifteen hours per quarter), and achieving an average grade of "B" or better with no grade below that of "C" will be placed on the Permanent Dean's list. This list is published each June in the commencement program.

Graduates who meet the requirements for the Permanent Dean's List and who are graduating with an average of three honor points per quarter hour, will be designated as graduating summa cum laude (with highest distinction). The designation cum laude (with distinction) will be bestowed upon those meeting the above requirements with an average of two honor points per quarter hour.

A valedictorian will be selected by the graduating class from the five students with the highest scholastic averages in the work completed before the term in which the students graduate.

Students taking a normal load who make a grade of "B" or better in each course during any quarter will be placed on the Dean's Scholastic Attainment List.

*A grade of "E" received in the Spring Quarter must be made up by mid-term of the following Fall Quarter.

Students in the Evening Program enrolled for ten or more hours, who earn 15 consecutive quarter hours of credit with grades of "B" or better in each course will be placed on the Dean's Scholastic Attainment List.

Attendance

Students are expected to attend classes as scheduled. Any absence, whatsoever, from class work entails a loss to the student.

A day student who has been absent from class for a valid reason should have the absence excused with a written statement to his instructor who will initial it. The student will then file this form in the Registrar's office. Excuses must be submitted within seven days from the date the student returns to school; otherwise the absence will not be excused. Evening Program students must leave excuses for absence in the Evening Program office on a special form provided for that purpose.

Any student whose absences for any cause exceed one third of the number of times the class meets in the quarter will be dropped from the class. The student will be given a "W" if at the time he was dropped he had a passing grade; if at the time he was dropped he was failing, he will be given a "WF".

The above regulation is waived only in those cases approved by the academic standing committee.

Any student who has unexcused absences equal in number to the times the class meets in one week, and has one additional unexcused absence, will be dropped from class. The instructors will notify the Registrar's office when a student should be dropped. The Registrar's office will notify the student. Grades assigned to those who have been dropped will be either W or W/F. A student who is dropped within three weeks after the beginning of the quarter will automatically receive a grade of W. A student who is dropped after the 3rd week of the quarter will receive either a W or a W/F depending upon his status at time the student withdraws or is dropped from class.

Students will be charged with absences incurred by late registration in the college as indicated in the current bulletin and these absences carry the same penalty as the other absences from a course.

Attendance at monthly assemblies is required.

Withdrawals

A formal withdrawal, presented to the Registrar in writing, is a pre-requisite for honorable dismissal from, or re-entrance into, this institution. Any student planning to withdraw should immediately make such intentions known to the administration of the college in writing. This notice is required to receive any authorized refunds.

A student should formally withdraw from any class which he discontinues by securing the written approval of the instructor and his faculty adviser. This written approval should be filed in the Registrar's office. Grades assigned to those who withdraw will be either W or W/F. A student who withdraws within three weeks after the beginning of the quarter will automatically receive a grade of W. A student who withdraws after the 3rd week of the quarter will receive a W or W/F depending upon his status at the time the student withdraws or is dropped from class.

Dismissal

Any day student failing (except in cases excused before examinations on account of illness) to pass at least one course other than physical education in any one quarter will be dropped from the rolls of the college. Any student who fails to make an average of at least 0.6 honor points per quarter hour in all work scheduled during the first three quarters work at the college will not be allowed to re-register. Withdrawal is recommended to all students who have less than a "C" average at the end of the fourth quarter. At the end of the sixth quarter's work a student must have an 0.8 honor point per quarter hour average in order to re-register.

Any student in the evening program seeking credit who fails (except when excused before final examination on account of illness) to pass at least one course with a recorded grade of "D" or better in two consecutive quarters will be dropped from the rolls of the college. Any student in the evening program who fails to make an average of at least 0.6 honor points per quarter hour in the first 50 quarter hours of work at the college will not be allowed to re-register. Withdrawal is recommended to all students who have less than a "C" average at the end of 70 quarter hours of work. At the end of 90 quarter hours of work, a student must have an average of 0.8 honor points per quarter hour in order to re-register.

Students who have been asked to withdraw on account of academic deficiency will be re-admitted to Armstrong if the student goes to another college for one quarter and maintains a "C" average. If a student does not go to another college he may re-register at Armstrong College after two quarters.* He re-enters on probation for one quarter, during which quarter he must make a "C" average.

Requirements for Graduation

The requirements for graduation from Armstrong College of Savannah are listed below:

1. The student will complete a program of study listed elsewhere in the catalog under "Curricula" with an average grade of

*The Summer Session counts as a quarter.

"C". Any exceptions to a program may be referred by a student's adviser to the Committee on Academic Standing.

2. One-third of the work required for graduation will be completed at Armstrong College of Savannah.
3. Examination on the Constitutions. Examinations on the Constitution of the United States and that of the State of Georgia, required of all persons receiving a degree from the College unless exempted by credit in Political Science 13, will be given at times to be announced.

Examination on United States and Georgia History. Examinations on the history of the United States and of Georgia are required of all persons receiving a degree from the College unless exempted by credit in History 100. The examinations will be given at times to be announced.

4. When exceptions to prerequisites for courses are made, permission may be granted only by the head of the department concerned. A recommendation regarding any request for exception to prerequisites for courses must be made to the department head by the course instructor. This need not be binding upon the department head.

Candidates for graduation will make application in the Registrar's office two quarters prior to the expected date of graduation.

Recommendations

The recommendations issued by the college are based on the grades the student earns, his student activity record, and the opinions expressed by his instructors on a special student rating form.

The files of the Registrar's office which include all permanent records are consulted regularly by representatives of the Federal Bureau of Investigation, the Civil Service, the local Credit Bureau and other agencies having access to confidential records. A good college record is of vital importance to a student.

Students Assigned to English 101R

Students who, upon initial admission, are assigned to English 101R and Psychology 100T will be required to pass both of these courses with a grade of C before registering for further work at Armstrong. These students may take only these two courses and physical education during their first quarter. Students who fail to make C in these courses may repeat them once. If a student fails to make a C in one of them, he may repeat that course, but may not take any other work until he has passed both with a C.

Exceptions to this rule may be made for students in the Evening program by the Director in some special cases.

Curricula

General

Before registration, the student should PLAN A PROGRAM OF STUDY WITH AN ADVISER. Even if a student knows what courses are required for graduation, he should have on record in the office of his adviser a copy of his program. In order for a student to make any changes in his planned program he must consult his adviser. The adviser and the Registrar will check a student's program and it will be approved two quarters prior to the expected date of graduation.

An associate degree is conferred upon all students who successfully complete at Armstrong College of Savannah one of the two-year programs.

If a student plans to transfer to another institution either before or after graduation, it is essential that he determine what courses must be completed at Armstrong in order to conform with the degree requirement of the institution to which he wishes to transfer.

The Core Curriculum

There are certain bodies of knowledge and certain skills indispensable to every college trained man and woman. The understanding of one's environment and man's struggle to adapt to useful ends, the ability to communicate his thoughts and feelings, right group-attitudes and coordinated physical activity—these objectives are set up in the following courses required of all students desiring to graduate.

Freshman year: English 101, 102, History 114, 115; ten quarter hours of natural sciences,** and Physical Education 111, 112, 113. With permission of instructor, students may substitute Physical Education 114 for Physical Education 112 and Physical Education 203 for Physical Education 113.

Students enrolled in one year programs may choose any three of the required physical education* courses as listed for freshmen and sophomores.

Sophomore year: Sophomore English and three quarters of physical education. Students enrolled in certain terminal courses described below may substitute English 228 for one of the required English courses.

A student may choose any three of the following physical education courses: 201, 203, 205, 206, 207, 208, 232.

*Physical Education is not required of Evening Program students.

**Natural sciences include biology, chemistry, physics, human biology, and physical science.

Students graduating in less than the six quarters of the regular session may reduce their physical education requirements accordingly. Physical education should be taken in the proper sequence and two courses should not be scheduled in any one quarter.

SENIOR COLLEGE PREPARATORY PROGRAMS

(1) Business Administration*

First Year		Second Year	
English 101, 102—Freshman		English 201, 202—Sophomore	
English	10	English	10
History 114, 115—Western		Physical Education	3
Civilization	10	Business Administration 101,	
Physical Education 111, 112, 113	3	102—Accounting	10
Laboratory Science	10	Economics 101, 102	
Mathematics 101—College		Principles and Problems	10
Algebra	5	Political Science 113—Gov't of	
Mathematics 103—Finance	5	U. S.	5
Electives	5	Electives	10
TOTAL	48	TOTAL	48

(2) Engineering

This program will satisfy degree requirements for most types of engineering. The student should obtain a catalog from the senior college he plans to attend and check this program against the requirements. The courses required for the freshman year have been worked out in consultation with the Georgia Institute of Technology.

First Year		Second Year	
English 101, 102—Freshman		English 201, 202—Sophomore	
English	10	English	10
Physical Education 111, 112, 113	3	**History 114, 115—Western	
Chemistry 101, 102—General	10	Civilization	10
Mathematics 101, 102, 104—		Physical Education	3
College Algebra, Trigonometry and Analytic Geometry		Mathematics 201, 202, 203—	
and Calculus	15	Calculus	15
Chemistry 103—Qualitative		Physics 207, 208, 209	18
Analysis	5	**Political Science 113	5
Engineering 101, 102—Drawing	4	TOTAL	61
Engineering 109—Descriptive			
Geometry	2		
TOTAL	49		

*A student should consult the catalog of his prospective senior college for required subjects. Colleges differ as to what subjects are required for this course.

**3 quarters of a foreign language may be taken in lieu of the social sciences.

(3) Forestry

A one-year program for students in Forestry. The student should obtain a catalog from the senior college he plans to attend and check this program against the requirements.

English 101, 102—Freshman	10
Physical Education 111, 112, 113	3
Biology 111, 112—Botany	10
Economics 101—Principles	5
Engineering 101—Drawing	2
Mathematics 101, 102—College Algebra and Trigonometry	10
Physics 204 or Physical Science 101	5
Political Science 113—Gov't of U. S.	5
TOTAL	50

(4) Home Economics

First Year

English 101, 102—Freshman	
English	10
History 114, 115—Western Civilization	10
Physical Education 111, 112, 113	3
Art 101—Creative Art	5
Home Economics 110—Orientation	5
Home Economics 111—Clothing	5
Laboratory Science	10
TOTAL	48

Second Year

English 201, 202—Sophomore	
English	10
Physical Education	3
Home Economics 112—Family Meal Planning and Serving	5
Home Economics 201—Home Planning and Decorating	5
Home Economics 204—Family Fundamentals	5
Social Studies	10
Electives	5
Mathematics 9 or 101	5
TOTAL	48

(5) Industrial Management

This program will satisfy degree requirements for the first two years of this field of engineering.

First Year

English 101, 102—Freshman	
English	10
History 114—Western Civilization	5
Physical Education 111, 112, 113	3
Chemistry 101, 102—General	10
Chemistry 103—Qualitative Analysis	5
Engineering 101, 102—Drawing	4
Engineering 109—Descriptive Geometry	2
Mathematics 101, 102, 104—College Algebra, Trigonometry and Analytic Geometry and Calculus	15
TOTAL	54

Second Year

English 201, 202—Sophomore	
English	10
Physical Education	3
History 115—Western Civilization	5
Business Administration 101, 102—Principles of Accounting	10
Economics 101, 102—Principles and Problems	10
Mathematics 103—Mathematics of Finance	5
Physics 204, 205, 206—General Physics	15
TOTAL	58

(6) Liberal Arts

This program is recommended for candidates for the A.B. degree, pre-education, pre-law, pre-ministerial, journalism, and other pre-professional concentrations.

First Year		Second Year	
English 101, 102—Freshman		English 201, 202—Sophomore	
English	10	English	10
History 114, 115—Western		Physical Education	3
Civilization	10	*Science	10
Physical Education 111, 112, 113	3	Two of the following courses—	
Laboratory Science	10	History 225—Recent European	
Mathematics 101—College		Political Science 113—Gov't	
Algebra	5	of U. S.	10
Mathematics 102—		Psychology 201—Introductory	
Trigonometry	5	Sociology 201—Introductory	
*Foreign Language	10	Economics 101—Principles	
		Philosophy 110—Introductory	
TOTAL	53	Electives	10
		TOTAL	43

(7) Mathematics

A program designed for those students who wish to major in mathematics.

First Year		Second Year	
English 101, 102—Freshman		English 201, 202—Sophomore	
English	10	English	10
History 114, 115—Western		Physical Education	3
Civilization	10	Physics 204, 205, 206, 207,	
Physical Education 111, 112, 113	3	208, 209	10
Chemistry or Biology	10	Electives	25
Mathematics 101—College			
Algebra	5	TOTAL	48
Mathematics 102—			
Trigonometry	5		
Mathematics 104—Analytic			
Geometry and Calculus	5		
TOTAL	48		

(8) Medical Technology

This program is designed for those students who wish to obtain their first two years toward a Bachelor of Science degree in Medical

*A student applying for admission to a senior college which does not require the amount indicated of this subject may, with the approval of his adviser, substitute other courses required by the senior institution during the first two years.

Technology. An Associate in Arts degree is awarded upon successful completion of the academic program described below.

First Year

English 101, 102—Freshman English	10
Biology 114, 115—General Zoology	10
Mathematics 101, 102—Algebra and Trigonometry	10
Chemistry 101, 102, 103—General Chemistry	15
Physical Education 111, 112, 113	3
TOTAL	48

Second Year

English 201, 202—Sophomore English	10
Biology 230—Comparative Anatomy	6
History 114, 115—Western Civilization	10
French or German 101-102	10
Electives	10
Physical Education	3
TOTAL	49

(38) Music

English 101, 102—Freshman English	10
History 114, 115—Western Civilization	10
Physical Education	3
Applied Music	6
Music Theory 110, 111, 112	9
Electives	10
TOTAL	48

(9) Physical Education

First Year

English 101, 102—Freshman English	10
History 114, 115—Western Civilization	10
Physical Education 111, 112, 113	3
Biology 114, 115	10
Home Economics 232—Nutrition	5
Mathematics 9 or 101	5
**Electives	5
TOTAL	48

Second Year

English 201, 202—Sophomore English	10
Physical Education	3
Biology 118, 119—Anatomy and Physiology	10
***Physical Education 203—Senior Life Saving and Swimming	2
Physical Education 114—Officiating of Basketball	2
Psychology 201—Introductory	5
Psychology 202T—Experimental	5
Sociology 202—Marriage and Family	5
**Electives	6
TOTAL	48

**It is recommended that English 228 be taken as an elective course.

***The student is exempt from this course provided he has a Red Cross "Senior Life Saving Certificate."

(10) Physics

A program designed for those students who wish to major in Physics.

First Year

English 101, 102—Freshman	
English	10
History 114, 115—Western	
Civilization	10
Physical Education 111, 112, 113	3
Chemistry or Biology	10
Mathematics 101—College	
Algebra	5
Mathematics 102—Trigonometry	5
Mathematics 104—Analytic	
Geometry and Calculus	5
TOTAL	48

Second Year

English 201, 202—Sophomore	
English	10
Physical Education	3
Mathematics 201, 202, 203—	
Calculus	15
Physics 207, 208, 209	18
*Electives	10
TOTAL	56

(11) Pre-Dental

This program is designed for those students who wish to prepare themselves for the study of Dentistry after completing three or more years of academic studies. An Associate in Arts degree is awarded upon successful completion of the academic program described below.

First Year

English 101, 102—Freshman	
English	10
Biology 114, 115—General	
Zoology	10
Mathematics 101, 102—Algebra	
and Trigonometry	10
Chemistry 101, 102, 103—	
General Chemistry	15
Physical Education 111, 112, 113	3
TOTAL	48

Second Year

English 201, 202—Sophomore	
English	10
History 114, 115—Western	
Civilization	10
Biology 230—Comparative	
Anatomy	6
French or German 101, 102	10
Electives	10
Physical Education	3
TOTAL	49

(12) Pre-Medical

This program is designed for those students who wish to prepare themselves for the study of medicine after completing three or more

*Electives should include a foreign language, preferably German.

years of academic studies. An Associate in Arts degree is awarded upon completion of the academic program described below.

First Year		Second Year	
English 101, 102—Freshman		English 201, 202—Sophomore	
English	10	English	10
Biology 114, 115—General		Biology 230—Comparative	
Zoology	10	Anatomy	6
Chemistry 101, 102, 103—		French or German 101, 102	10
General Chemistry	15	History 114, 115—Western	
Mathematics 101, 102—Algebra		Civilization	10
and Trigonometry	10	Electives	10
Physical Education 111, 112, 113	3	Physical Education	3
TOTAL	48	TOTAL	49

(13) Pre-Nursing

This is a one-year program for those students who wish to obtain their freshman requirements to be transferred to a school of nursing offering a B.S. in Nursing.

First Year	
English 101, 102—Freshman	
English	10
History 114, 115—Western	
Civilization	10
Chemistry 101—General	
Chemistry	5
Sociology 201—Introductory	
Sociology	5
Psychology 201—Introductory	
Psychology	5
Psychology	5
Physics 204—General Physics	5
Physical Education 111, 112, 113	3
TOTAL	48

In addition to the above requirements, the School of Nursing, Medical College of Georgia, requires that the student satisfy the State requirements covering the Constitution of the United States and the History of the United States and Georgia by completing an examination in each of these two areas or by taking Political Science 113 and History 100. In addition it should be pointed out that the prerequisites for taking Physics 204 are Mathematics 101 and 102 (College Algebra and Trigonometry). It should be obvious at this point that in order to complete all of these requirements, the student should begin this program in the summer preceding the anticipated Fall enrollment.

(14) Pre-Optometry

The requirements for admission to the schools and colleges of optometry in the United States are relatively uniform but are not iden-

tical. The practice of optometry in all states is regulated by Boards of Examiners in Optometry. The following concentration will prepare a student for transfer to any school or college of optometry in the United States and Canada.

First Year

English 101, 102—Freshman English	10
History 114, 115—Western Civilization	10
Biology 114, 115—General Zoology	10
Chemistry 101, 102—General Chemistry	10
Mathematics 101—College Algebra	5
Physical Education 111, 112, 113	3
TOTAL	48

Second Year

English 201, 202—Sophomore English	10
Biology 230—Comparative Anatomy	6
Mathematics 102, 104—Trigonometry, Analytic Geometry and Calculus	10
Sociology 201—Introductory	5
Psychology 201—Introductory	5
Electives	10
Physical Education	3
TOTAL	49

(15) Pre-Pharmacy

This is a two-year concentration for those students who wish to obtain their freshman requirements for entrance to a school of pharmacy. The regional schools of pharmacy require three years minimum in residence at the School of Pharmacy.

This program is designed for those students who wish to prepare themselves for the study of Pharmacy after completing two years of academic studies. Beginning in 1960 all students of Pharmacy are required to complete a five-year program, two of which are in Pre-Pharmacy and three in an accredited School of Pharmacy. An Associate in Arts degree is awarded upon completion of the academic program described below.

First Year

English 101, 102—Freshman English	10
History 114, 115—Western Civilization	10
Mathematics 101, 102—Algebra and Trigonometry	10
Chemistry 101, 102, 103—General Chemistry	15
Physical Education 111, 112, 113	3
TOTAL	48

Second Year

English 201, 202—Sophomore English	10
Economics 101—Economic Principles	5
Political Science 113—Government of U. S.	5
Physics 204—General Physics	5
Biology 111, 114, 115—Botany and Zoology	15
Electives	10
Physical Education	3
TOTAL	53

(16) Pre-Veterinary

This is a one-year program for those students who wish to obtain their freshman requirements to be transferred to a senior institution.

Some colleges and universities require a veterinary student to begin specializing in his second year. If a student desires a well-rounded foundation for the study of veterinary medicine, it is recommended that he pursue the two year pre-medical program.

English 101, 102—Freshman English	10
History 114, 115—Western Civilization	10
Physical Education 111, 112, 113	3
Biology 114, 115—General Zoology	10
Chemistry 101, 102—General Inorganic	10
Mathematics 101, 102—College Algebra and Trigonometry	10
TOTAL	53

(17) Teaching

The subjects required in the freshman and sophomore years by colleges preparing teachers are general in nature: English, history, mathematics, sciences, social studies and physical education, to mention some of these. The program below enables prospective teachers to be certified by the State Department of Education as having completed two years of college and entitles the student to the Associate in Arts Degree.

First Year		Second Year	
English 101, 102	10	Education 201	5
History 114, 115	10	English 201, 202	10
Biological Science	10	Mathematics 9 or 101	5
Physical Education 111, 112, 113	3	Physical Education	3
Political Science 113	5	Psychology 201	5
Art 101 or Music 120	5	*Electives	20
*Electives	5		
TOTAL	48	TOTAL	48

*Students in this curriculum should secure the catalog of the senior college which they plan to attend and plan a program with an adviser.

Recommended electives for elementary teachers include health, geography, economics, Georgia problems (Social Science 4), English 228 and additional science courses.

TERMINAL PROGRAMS

(18) Business Administration

Accounting

TWO-YEAR TERMINAL

First Year

Business Administration 101.	
102—Accounting	10
English 101, 102—Freshman	
English	10
History 114, 115—Western	
Civilization	10
Natural Science	10
Physical Education 111, 112, 113	3
Electives	5
TOTAL	48

Second Year

Business Administration 201T.	
202T—Intermediate	
Accounting	10
English 201, 202 or English	
201, 228	10
Economics 101, 102—Principles	
of Economics	10
Business Administration 207T—	
Business Law	5
Physical Education	3
Electives	10
TOTAL	48

A student who desires further training in this field may enroll for additional courses chosen from the following list. A certificate will be awarded upon satisfactory completion of 45 hours of work.

Business Administration 236T, 237T—Income Tax Accounting	10
Business Administration 229T—Cost Accounting	5
Business Administration 260X—Principles of Management	5
Business Administration 208T—Business Law	5
Electives chosen from Business Administration, Economics or	
Industrial Technology courses	20
TOTAL	45

(20) Business Administration

General

TWO-YEAR TERMINAL

First Year

English 101, 102—Freshman	
English	10
History 114, 115—Western	
Civilization	10
Business Administration 101, 102—	
Principles of Accounting	10
Natural Science	10
Business Administration 260—	
Principles of Management	5
Physical Education 111, 112, 113	3
TOTAL	48

Second Year

Economics 101, 102—	
Principles of Economics	10
English 201, 202 or English	
201, 228	10
Business Administration 207T—	
Business Law	5
Electives	20
Physical Education	3
TOTAL	48

A student who desires further training in this field may enroll for additional courses chosen from the following list. A certificate will be awarded upon satisfactory completion of 45 hours of work.

Business Administration 208T—Business Law	5
Business Administration 151T—Principles of Transportation	5
Business Administration 161T—Principles of Insurance	5
Business Administration 162T—Real Estate Principles	5
Business Administration 231T—Retailing	5
Economics 125T—Elementary Economic Statistics	5
Economics 126—American Economic History	5
Economics 127T—Money and Banking	5
Economics 128T—Principles of Marketing	5
Economics 129T—Labor Economics	5
Economics 130T—Personnel Administration	5
Economics 131T—Government and Business	5
Economics 132T—Investments	5

Students interested in the field of Industrial Management may substitute 15 hours in the Industrial Technology Curriculum from the following courses:

IT 121—Production Organization	3
IT 122—Economic Analysis	3
IT 123—Production and Cost Control	3
IT 124—Time and Motion Study	3
IT 127—Data Presentation	3
IT 128—Personnel Motivation	3

(21) Business Administration

Transportation

As a communications center, Savannah offers many opportunities to students trained in traffic and transportation management. A committee of experts from business, industry, the railroads and truck lines, in consultation with the evening college staff, proposed the professional classes listed below.

First Year

English 101, 102—Freshman English	10
History 114, 115—Western Civilization	10
Business Administration 151T—Introduction to Transportation	5
Business Administration 152T—Elementary Rates & Tariffs	5
Business Administration 153T—Intermediate Rates & Tariffs	5
Economics 101, 102—Principles and Problems	10
TOTAL	45

Second Year

English 201, 202—World Literature or English 228—Public Speaking and Business Administration 115—Business Correspondence	10
Natural Science	10
Business Administration 154T—Advanced Rates & Tariffs	5
Business Administration 155T—Interstate Commerce Law	5
Business Administration 156T—Interstate Commerce Commission and Public Service Commission Procedure	5
Business Administration 101, 102—Elementary Accounting	10
TOTAL	45

Students desiring further training in this general field may select five other subjects listed under the Business Administration, General, (curriculum number 20). A certificate will be awarded upon completion of 45 hours additional work.

(22) Transportation

Fifty-Hour Concentration in Transportation

Students wishing a thorough background in transportation may receive a certificate upon satisfactory completion of the program that follows:

BA 151T—Introduction to Transportation	5
BA 152T—Elementary Rates and Tariffs	5
BA 153T—Intermediate Rates and Tariffs	5
BA 154T—Advanced Rates and Tariffs	5
BA 155T—Interstate Commerce Law	5
BA 156T—Interstate Commerce Commission and Public Service Commission Procedure	5
Economics 101 and 102—Principles and Problems	10
English 101 and 102—Freshman English, or English 228—Public Speaking, and BA 115—Business Correspondence	10
TOTAL	50

(23) Business Administration

One Year Program

A one year program in Business Administration (with emphasis on business courses) for those persons who may not wish to complete the two-year concentration. A certificate will be awarded to those who successfully complete the program.

Business Administration 101, 102—Introductory Accounting	10
Business Administration 201T—Intermediate Accounting	5
Economics 101, 102—Principles and Problems	10
Business Administration 207T—Business Law	5
English	5
Mathematics	5
Physical Education	3
Elective	5
TOTAL	48

(24) Commerce Secretarial

This program is designed to meet the needs of those students who wish to qualify for secretarial positions in business. If, due to prior training, a student is permitted by the instructor to omit the beginning

theory courses in shorthand or typing, the student must choose elective subjects to supplement the total college hours required.

First Year

English 101, 102—Freshman	
English	10
History 114, 115—Western	
Civilization	10
Physical Education 111, 112, 113	3
Natural Science	10
Commerce 101, 102, 103—	
Typing	6
Commerce 111, 112, 113—	
Shorthand	9
	—
TOTAL	48

Second Year

Business Administration 101—	
Accounting	5
*English 201, 202	10
Commerce 213—Office Practice	5
Commerce 201, 202, 203—	
Typing	6
Commerce 211, 212—Shorthand	6
Physical Education	3
Business Administration 115—	
Business Correspondence	5
Elective	8
	—
TOTAL	48

(25) Commerce Stenographic

A student who has only one year to spend in college may acquire some of the clerical skills which will enable her to secure employment as a stenographer or clerk. Whether or not a student will be placed in beginning theory classes of shorthand or typing will depend upon how much previous training she has had in those subjects; a more advanced standing must be approved by the instructor. A certificate is awarded upon completion of the following program.

Commerce 101, 102, 103—Typing	6
Commerce 111, 112, 113—Shorthand	9
Commerce 213—Office Practice	5
Business Administration 101—Accounting	5
English 101, 102—Freshman	10
Physical Education 111, 112, 113	3
Business Administration 115—Business Correspondence	5
Elective	5
	—
TOTAL	48

(26) Home Economics

This course is designed to meet the needs of those women who plan to complete their college work at Armstrong. Sufficient electives are allowed to enable the student to select commerce subjects which have a vocational value or cultural subjects for worthy use of leisure time.

*English 228 may be substituted for English 202.

First Year

English 101, 102—Freshman	
English	10
History 114, 115—Western	
Civilization	10
Physical Education	3
Natural Science	10
Home Economics 110—	
Orientation: Personal	
Development	5
Home Economics 111—Clothing	5
Psychology 201—Introductory	5
TOTAL	48

Second Year

English 201, 202—Sophomore	
English	10
Physical Education	3
Home Economics 201—Home	
Planning and Decorating	5
Home Economics 204—Family	
Fundamentals	5
Home Economics 112—Family	
Meal Planning and Serving	5
Electives	20
TOTAL	48

(27) Human Relations*

The Terminal sequence in Human Relations is designed to start with the student's immediate interests in learning, methods of study and aptitude measurement. The next course, on principles and facts about the individual's growth, needs, feelings and learning about the world around him, is followed by a practical application through experiments or by interning in selected community programs where individual development and adjustment may be directly observed. This leads to a study of a person's relationship to his social groups, a study of marriage and family adjustments, principles and facts about the way that our society is organized and finally to a practical study, through local organizations, of needs and resources for human adjustment in our community. A student who completes this sequence should have a basic understanding of himself and others that will improve his effectiveness in his family, his work (whether in the home or employed elsewhere), his social relationships and his responsible participation in community living.

First Year

English 101, 102—Freshman	
English	10
History 114, 115—Western	
Civilization	10
Physical Education 111, 112, 113	3
Mathematics 9 or 101	5
Political Science 113	5
Psychology 100T—Applied	
Psychology	5
Psychology 201—Introductory	
Psychology	5
Psychology 202T—Experimental	
Psychology	5
TOTAL	48

Second Year

English 201, 202—Sophomore	
English	10
Biology 114, 115—General	
Zoology or	
Biology 101, 102—Human	
Biology	10
Physical Education	3
Sociology 202—Marriage and	
Family	5
Psychology 203—Social	
Psychology	5
Sociology 201—Introductory	
Sociology	5
Sociology 203T—Community and	
Social Problems	5
Elective	5
TOTAL	48

*Students in other concentrations may elect any Psychology or Sociology course in this program without adhering to the above sequence. Prerequisites are necessary in Psychology 202T, Psychology 203, and Psychology 205.

(28) Liberal Arts

A student in the Liberal Arts, Terminal program may select the remainder of his electives from courses offered by the college in order to prepare for a vocation or to pursue a special interest.

First Year		Second Year	
English 101, 102—Freshman		English 201, 202—Sophomore	
English	10	English	10
History 114, 115—Western		Physical Education	3
Civilization	10	**Electives	35
Physical Education 111, 112, 113	3		
Natural Science	10	TOTAL	48
Mathematics 9 or 101	5		
**Electives	10		
TOTAL	48		

A student who desires further training in this field may enroll for additional courses chosen from the following list. A certificate will be awarded upon satisfactory completion of 45 hours of work.

History 225	5
Philosophy 110	5
Select 20 hours from the following	20
French, German, Spanish, or Russian	
Two additional laboratory (double) or Mathematics Courses	
Electives	15
TOTAL	45

(40) Medical Office Assistant

This two year curriculum leading to the degree of Associate in Arts is designed to develop a graduate who can meet the ever-increasing demand for efficient assistants trained not only in standard office operations but also in professional ethics and the routine technical procedures that are commonly carried on in the physician's office. In addition, the student will have a good background in the area of general education.

The Medical Office Assistant must be prepared to act as receptionist, office nurse, secretary and laboratory assistant. She must be tactful, understanding and discreet, as well as meticulously accurate in laboratory work and the keeping of medical and financial records. Such an assistant would be in demand not only in physicians' offices

**A student must elect 20 hours from at least three of the following departments: Foreign Language, Political Science, Economics, Fine Arts, Home Economics, Philosophy, Psychology, Sociology, Mathematics (other than Mathematics 103).

but in hospitals, clinics, public health agencies, and a number of other institutions in the areas of health and welfare.

First Year

Commerce 101, 102, 103—	
Typing	6
Commerce 111, 112, 113—	
Shorthand	9
English 101, 102—Freshman	
English	10
Biology 118, 119—Anatomy	
and Physiology	10
History 114—Western	
Civilization	5
Business Administration 101—	
Accounting	5
Physical Education 111, 112, 113	3
TOTAL	48

Second Year

Biology 210, 220T—Microbiology	
and Clinical Laboratory	10
Chemistry 101—Inorganic	5
English 201—Sophomore English	5
English 202 or 228—Sophomore	
English or Public Speaking	5
History 115—Western	
Civilization	5
Commerce 224—Medical	
Terminology and Dictation	5
Commerce 228—Medical Office	
Practice	5
Psychology 201—Introductory	5
Physical Education	3
TOTAL	48

(29) Medical Technology

This is a two-year program for those students who wish to meet the requirements of the American Society of Clinical Pathologists and who will complete their training at some approved school of Medical Technology. An Associate in Arts degree is awarded upon successful completion of the academic program described below.

First Year

English 101, 102,	
Freshman English	10
Biology 114, 115—General	
Zoology	10
Mathematics 101—College	
Algebra	5
Chemistry 101, 102, 103—	
General Chemistry	15
**Electives	5
Physical Education 111, 112, 113	3
TOTAL	48

Second Year

English 201, 202—Sophomore	
English	10
Chemistry 280a, 280b—	
Quantitative	7
Biology 230—Comparative	
Anatomy	6
Biology 210—Microbiology	5
History 114, 115—Western	
Civilization	10
**Electives	7 to 10
Physical Education	3
TOTAL	48 to 51

**Electives strongly recommended are Physics, Typing and Psychology. It should be noted that if Physics is desired, an additional course in mathematics should be taken, preferably during the Freshman year.

TECHNICAL INSTITUTE PROGRAMS

LEADING TO THE DEGREE OF ASSOCIATE IN SCIENCE

BASIC SUBJECTS

Required in all Technical Institute Programs

Course descriptions for Technical Institute Programs are listed elsewhere in this Bulletin. A student may register for any of the subjects in the program of his choice as soon as he has met the prerequisites.

English 101	Freshman English	5
GT 114	Technical Mathematics I (or Math 101)	5
GT 115	Technical Mathematics II (or Math 102)	5
Physics 204	Mechanics	5
*Physics 205	Electricity	5
Physics 206	Heat, Sound, Light	5
Engineering 101	Engineering Drawing	2
Psychology 100T	Applied Psychology	5
GT 113	Technical Report Writing	3
GT 112 or	Public Speaking	3
English 228 or	Fundamentals of Speech	5
English 250	Public Speaking	5

43 or 45

(39) Building Construction Technology

Building Construction Technology deals with the design, construction and construction supervision of homes, industrial plants, offices, schools and hospitals. The student is taught to design, draw plans and follow through with construction details and methods.

Graduates in this program will be qualified for many positions, including engineering draftsman, general contractor, junior engineer, architectural draftsman and estimator, building inspector, and many others.

Civ. T 121	Elementary Surveying	6
BCT 121	Graphics	6
Civ. T 143	Mechanics of Materials	6
BCT 211	Wood and Steel Construction	5
BCT 212	Concrete Construction	5
Civ. T 212	Structural Drafting I	2
Civ. T 213	Structural Drafting II	2
BCT 222	Building Design I	6
BCT 223	Building Design II	6
BCT 224	Building Design III	6
BCT 142	Construction Materials and Estimates	6
BCT 243	Building Equipment	3
BCT 231	Architectural History	3

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*Not required for Electronics & Communication Technology.

(31) Chemical Technology

The curriculum for Chemical Technology has been designed to meet the needs of the chemical, paper and other related heavy industries for competent and well-trained technicians. The program gives the student a working knowledge of the fundamental branches of formal chemistry and chemical engineering.

Industries are placing greater emphasis every year on instrumental methods of analysis which are far more rigid and precise than formal chemical methods. The student completing the curriculum in Chemical Technology will acquire training in the theory and use of these electronic, optical and thermal instruments.

Positions open to graduates are assistant to research personnel, control chemist, assistant to chemical engineers, analyst and pilot plant assistant, as well as many others.

Chemistry 101	General Inorganic	5
Chemistry 102	General Inorganic	5
Chemistry 103	Qualitative Inorganic Analysis	5
Engineering 102	Engineering Drawing	2
Chemistry 280a	Quantitative Inorganic Analysis	4
Chemistry 280b	Quantitative Inorganic Analysis	3
*GT 111	Industrial Safety	1½
*Civ. T. 120	Elementary Industrial Statistics	3
*CT 121	Experimental Design	3
Civ. T. 160	Material Balances	3
Civ. T. 161	Energy Balances	3
*CT 162	Elementary Chemical Processes	4
*CT 165	Industrial Chemistry	4

 45½

In addition, the student will select one of the two options listed below, either paper and pulp or chemical.

PULP AND PAPER OPTION

*CT 140	Pulping	5
*CT 141	Paper Machinery	5
*CT 142	Paper Testing	3
*CT 143	Pulp Testing	3
*CT 164	Wood Structure and Properties	4

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CHEMICAL OPTION

Engineering 103	Engineering Drawing	2
GT 120	Technical Mathematics III	5
Mathematics 114	Slide Rule	2
*CT 150	Organic Chemistry	5
*CT 151	Industrial Chemical Analysis	3

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*These courses will be taught at the plant of the Union Bag-Camp Paper Corporation.

(34) Civil Technology

Civil Technology covers one of the broader fields in the Technical Institute Program. The civil technician is a surveyor, a construction man on buildings of all kinds, highways and railroads, hydroelectric projects, locks, dams, tunnel and similar projects. He is trained to handle work in any of these fields with a minimum of supervision.

BCT 142	Construction Materials and Estimates	6
Civ. T 121	Elementary Surveying	6
Civ. T 122	Route Surveying	5
Civ. T 131	Highway Construction	3
Civ. T 143	Mechanics of Materials	6
BCT 211	Wood and Steel Construction	5
BCT 212	Concrete Construction	5
Civ. T 212	Structural Drafting I	2
Civ. T 213	Structural Drafting II	2
Civ. T 223	Land Surveys	5
Civ. T 224	Topographic and Contour Surveying	4
Civ. T 232	Heavy Construction	4
Civ. T 241	Hydraulics	6

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(36) Electronics and Communication Technology

This course gives the student training in the fields of electrical and electronic circuitry, transmission lines, radiation, wave filters, instrumentation and test equipment, telephony, AM and FM radio, television and radar.

Students completing the electronics course should be able to fill responsible positions as production and maintenance technicians and project and control technicians in the fields of radio, television and radar; electronics laboratory and research technicians and electronic equipment sales and service technicians.

GT 120	Technical Mathematics III	5
Elec. T 109	Shop Techniques	1
Elec. T 111	Measurements	3
Elec. T 121	Direct Current Circuits I	5
Elec. T 122	Alternating Current Circuits I	5
Elec. T 131	Basic Electronics	5
Elec. T 223	Alternating Current Circuits II	3
Elec. T 232	Industrial Electronics	6
Elec. T 233	Advanced Electronics	4
Elec. T 234	Semi-Conductors	5
Elec. T 241	Communications Circuit I	6
Elec. T 242	Communications Circuits II	6
Elec. T 254	Electrical Machinery	3
Elec. T 261	Communications Technology I	6
Elec. T 262	Communications Technology II	6
Elec. T 263	Television Technology	4

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(32) Industrial Technology

The curriculum in Industrial Technology is designed to enable the graduate to compete successfully for a variety of supervisory and management positions in manufacturing industries. These positions are in such categories as personnel work, quality control, methods and cost control, and the equipment, planning and production functions. The graduate will also be qualified for many staff positions with transportation, distributing and utility companies, and for the operation of private business.

Economics 201	Principles and Problems of Economics	5
Economics 202	Principles and Problems of Economics	5
Economics 128T	Principles of Marketing	5
Business Adm. 101	Principles of Accounting	5
Engineering 102	Engineering Drawing	2
Engineering 103	Engineering Drawing	2
Chemistry 101	General Inorganic	5
Chemistry 102	General Inorganic	5
*GT 111	Industrial Safety	1½
*IT 120	Manufacturing Processes	3
*IT 121	Production Organization	3
*IT 122	Economic Analysis	3
*IT 123	Production and Cost Control	3
*IT 124	Time and Motion Study	3
*IT 125	Mechanical Methods	2
*IT 126	Advanced Time and Motion Study	3
*IT 127	Data Presentation	3
*IT 128	Personnel Motivation	3

 61½

(37) Mechanical Technology

This field embraces the manufacture and production of mechanical products and the tools, machines and processes by which they are made. In a broad sense mechanical technology is the creation and utilization of mechanical power, and men with technical institute type of training in this field possess a knowledge that is basic to companies in nearly every line of business throughout the world.

Positions open to mechanical technicians include various kinds of inspection, maintenance men, engineer's assistant, foreman in various

*These courses will be taught at the plant of the Union Bag-Camp Paper Corporation.

fields, production supervisor and junior designer of machines or tools and dies.

Chemistry 101	General Inorganic	5
Chemistry 102	General Inorganic	5
Economics 201	Principles and Problems	5
Engineering 102, 103	Engineering Drawing	4
Civ. T 143	Mechanics of Materials	6
*MT 120	Tools and Methods	5
*GT 111	Industrial Safety	1½
*IT 120	Manufacturing Processes	3
*IT 125	Mechanical Methods	2
*MT 122	Machine Shop	5
*MT 123	Metallurgy, Welding, Heat Tr.	6
**MT 126	General Sheet Metal	3
*MT 127	Industrial Electricity	4
*MT 128	Fluid Mechanics	5
*IT 124	Time, Motion Study	3
		62½

*These courses will be taught at the plant of the Union Bag-Camp Paper Corporation.

**This class will be conducted at the plant of the Great Dane Trailers, Inc.

Course Descriptions

General

Armstrong College reserves the right to (1) withdraw any course for which less than ten students register, (2) limit the enrollment in any course or class section, (3) fix the time of meeting of all classes and sections, and (4) offer such additional courses as demand and staff personnel warrant.

No credit will be given in beginning courses in languages where the same or similar courses have been presented for admission from high school.

Where two or more courses are listed under one description no credit for graduation will be given until the sequence is completed, for example: Biology 101-102.

Economics and Business Administration courses marked with a T are terminal courses, and do not transfer to the University of Georgia. Technical Institute courses transfer only to another Technical Institute.

After each course name, there are three numbers in parentheses. The first number listed is the number of hours of lecture; the second, the number of hours of laboratory; and the third, the number of quarter hours of credit the course carries. For example: Biology 111-General Botany (3-4-5).

Art

Art 101—Creative Art (3-4-5). Spring.

Drawing, painting and design principles, with some pertinent background history. Introductory practice in techniques, and application to every day life needs.

Art 113—Ceramics (5-0-5).

A beginner's course in the fundamentals of pottery and clay modeling. Various ways of forming clay, decorating, glazing and firing suitable subjects.

Art 114—Ceramics (5-0-5).

A continuation of the beginner's course with emphasis on design, using the potter's wheel and understanding the use of glazes. Work may be developed in pottery or clay sculpture.

Biology

Biology 111—General Botany (3-4-5). Fall.

A study of the structure of roots, stems and leaves, basic physiology and ecology of plants. Laboratory work on representative species.

Biology 112—General Botany (3-4-5). Spring. Prerequisite: Biology 111.

A study of reproduction, heredity and evolution of seed plants, with studies of representative species of the other major plant groups. Laboratory work includes frequent field trips.

Biology 114—General Zoology (3-4-5). Fall and Winter.

Introduction to animal structures and function and a survey of the invertebrate phyla. Laboratory work on representative species of the basic invertebrate phyla.

Biology 115—General Zoology (3-4-5). Winter and Spring. Prerequisite: Biology 114.

Study of vertebrate structure and function, using selected vertebrate material for laboratory dissection.

Biology 101-102—Human Biology (5-0-5). Winter and Spring. Four lectures and one demonstration period.

A non-laboratory course beginning with a survey of the basic biological principles and continuing with a study of the structure and function of the human body. The second quarter is a continuation of the first and concludes with a study of the principles of genetics and evolution. No credit for graduation is allowed until sequence is completed.

Biology 118-119—Human Anatomy and Physiology (3-4-5). Fall and Winter.

A two-quarter course considering the gross anatomy, histology and physiology of the organ systems. Laboratory work includes thorough dissection of a typical mammal as well as basic experiments in physiology. Not for pre-medical and pre-dental students.

Biology 200T—General Entomology (5-0-5). Spring. Prerequisite—One quarter of a laboratory biology. Four lectures and one demonstration period each week.

A study of the structure, biology, classification and control of important and significant insects as applied to man.

Biology 210—Microbiology (3-4-5). Spring. Prerequisites: Ten hours of a biological science with a laboratory and five hours of inorganic chemistry.

An introduction to micro-organisms with primary emphasis on bacteria. The morphology, life history and public health importance of representative bacteria, molds, viruses, protozoa and helminthes are considered.

Biology 220T—Clinical Laboratory (3-4-5). Prerequisite: Sophomore standing.

Sterilization of gloves and instruments; professional assistance to

the doctor; injections; urinalysis, hematology, hemoglobin determination, EKG and basal metabolism techniques.

Biology 230—Comparative Vertebrate Anatomy (3-6-6). Fall. Prerequisite: Biology 114 and 115.

A study of the anatomy and evolution of the organ systems of the vertebrates. Laboratory work on *Squalus*, *Necturus* and the cat.

Business Administration

Business Administration 101—Principles of Accounting, Introductory (5-0-5). Fall, Winter and Spring.

An introduction to the fundamental principles and procedures of accounting, including a study of the journal, the ledger, working papers, accounting statements, controlling accounts, special journals and the voucher adjustment system.

Business Administration 102—Principles of Accounting, Introductory (5-0-5). Winter and Spring. Prerequisite: Business Administration 101.

An application of accounting principles to certain problems such as the proprietorship, the partnership, the corporation, departmental operations, manufacturing accounts and the analysis of financial statements.

Business Administration 115—Business Correspondence (5-0-5). Fall and Spring.

Covers various aspects of business and technical report writing. Attention is given to vocabulary building, a review of the mechanics of grammar, and techniques of business writing. Letter studies include: sales, credit, collection, promotion, application, routine, personal, and formal. Information relative to effective policies in these areas is considered.

Business Administration 151T—Introduction to Transportation (5-0-5). Fall.

History of transportation; development leading to legislative supervision of railroads; developments leading to Federal regulation of carriers, other than railroads; freight classifications; principles of freight rates and tariff.

Business Administration 152T—Elementary Rates and Tariffs. (5-0-5). Winter. Prerequisite: Business Administration 151T or permission of instructor.

Shipping documents and their application; special freight services; freight claims, overcharge and loss and damage; freight tariff circulars; construction and filing of tariffs; terminal facilities and switching; and demurrage.

Business Administration 153T—Intermediate Rates and Tariffs. (5-0-5). Spring. Prerequisite: Business Administration 152T or permission of instructor.

Reconsignment and diversion; transit privileges; rules governing stopping in transit shipments for partial unloading and to complete loading; weights, weighing, and payment of freight charges; warehousing and distribution; material handling; and packaging.

Business Administration 154T—Advanced Rates and Tariffs. (5-0-5). Fall. Prerequisite: Business Administration 153T, or permission of the instructor.

Through routes and rates; milling in transit; technical tariff and rate interpretation; overcharges and undercharges; loss and damage claims; import and export traffic; and classification committee procedure.

Business Administration 155T—Interstate Commerce Law. (5-0-5). Winter. Prerequisite: Business Administration 154T, or permission of the instructor.

Evolution of Interstate Commerce Act; construction of Interstate Commerce Act; interpretation and application of Interstate Commerce Act; application of penalties under the Interstate Commerce Act; creation and organization of Interstate Commerce Commission; practice before the Interstate Commerce Commission.

Business Administration 156T—Interstate Commerce Commission and Public Service Commission Procedure (5-0-5). Spring. Prerequisite: Business Administration 155T, or permission of the instructor.

Practice before Interstate Commerce Commission; statutory authority for awarding damages; revision of Commission's decision; general review.

Business Administration 161T—Principles of Insurance (5-0-5). Prerequisite: Economics 202.

A comprehensive treatment of the insurance field: an explanation of the different types of insurance and fundamental underlying principles, the organization of the insurance business and accepted insurance practices.

Business Administration 162T—Real Estate Principles (5-0-5). Prerequisite: Economics 202.

A consideration of the general principles of property utilization, the law dealing with ownership, transfer of title and liens; the appraisal process, determinants of values, the real estate cycle, management and salesmanship and regulatory legislation.

Business Administration 201T—Principles of Accounting, Intermediate (5-0-5). Spring. Prerequisite: Business Administration 101.

Basic accounting theory and the solution of problems requiring an application of accounting theory.

Business Administration 202T—Intermediate Accounting (5-0-5). Second course. Prerequisite: Business Administration 201T.

A continuation of Business Administration 201T emphasizing the theories of valuation of fixed assets and liability accounts, the application of these theories and the interpretation of financial statements prepared on the basis of these theories.

Business Administration 207T—Business Law (5-0-5). Fall.

Law governing the basic principles applicable to the following subjects. Contracts: offer and acceptance, consideration, performance, rights of third parties and discharge. Agency: creation of an agency, liabilities of principal and agent. Negotiable instruments: elements of negotiability, endorsement and transfer, liabilities of parties, discharge.

Business Administration 208T—Business Law (5-0-5). Spring.

The law governing the basic legal principles applicable to the following subjects which are of particular interest to those planning to major in accounting. Partnership: formation, powers, liabilities of partners, termination. Corporation: formation, power rights of security holders, types of securities. Sales: vesting of title, warrants, remedies.

Business Administration 229T—Cost Accounting (5-0-5). Spring. Prerequisite: Business Administration 101, 102.

Methods of determining and distributing costs in manufacturing the order and the process methods.

Business Administration 231T—Retailing (5-0-5).

Basically a course in merchandising and promotion. Retailing also covers allied services such as stock and inventory control, accounting systems, mark-ups, and materials handling. A review is given on the basic elements of salesmanship and modern trends. Store design, the effects of lighting, color dynamics, traffic and aisle display are illustrated. Delineation of the various advertising media is also involved.

Business Administration 236T—Income Tax Accounting. Fall. (5-0-5). Prerequisite: Business Administration 102.

A study of federal income tax laws and the application of these laws to the income tax returns of individuals, partnerships and corporations.

Business Administration 237T—Tax Accounting (5-0-5). Prerequisite: Business Administration 236T.

A continuation of Business Administration 236T with emphasis on corporations and fiduciary returns and social security taxes, gift taxes and estate taxes.

Business Administration 260—Principles of Management. (5-0-5).

Designed to prepare students in the fundamentals of all phases of administrative, staff and operative management. Successful management principles and techniques are given for all fields of business which include: business objectives, policies, functions, executive leadership, organization structure and morale, cooperative procedure and control procedure.

Chemistry

Chemistry 101—General Inorganic (4-3-5). Fall and Winter. Prerequisite: Two years of high school algebra, Mathematics 9, or consent of instructor.

A study of the fundamental principles and laws of chemistry through the modern concept of the atom. Also, the sources, properties and uses of some of the most important elements and compounds together with the solving of typical problems.

Chemistry 102—General Inorganic (4-3-5). Winter and Spring. Prerequisite: Chemistry 101.

This course is a continuation of Chemistry 101, with emphasis on uses and applications.

Chemistry 104—Qualitative Inorganic Analysis (3-6-5). Spring. Prerequisite: Chemistry 102.

A systematic study of the separation and identification of the common cations and anions with the theoretical principles underlying these by semi-micro methods.

Chemistry 105—Chemistry for Nurses (4-2-5). Fall. Principles of inorganic, organic, and physiological chemistry with special applications to nursing practice.

Chemistry 280a—Quantitative Inorganic Analysis (2-6-4). Winter. Prerequisite: Chemistry 104 or approval of the instructor.

A study of the fundamental theories and applications of quantitative analysis involving volumetric and gravimetric methods. No credit is given for this course before completion of Chemistry 280b.

Chemistry 280b—Quantitative Inorganic Analysis (1-6-3). Spring. Prerequisite: Chemistry 280a or its equivalent.

This course is a continuation of Chemistry 280a.

Commerce

Commerce 101—Beginning Typing (0-5-2). Fall, Winter and Spring.

This course consists of introductory instruction in the technical features and care of the machine, position, fingering, proper technique and mastery of the keyboard.

Commerce 102—Beginning Typing Continued (0-5-2). Fall, Winter and Spring.

This course is a continuation of speed development. In addition, instruction in typing letters and setting up simple tabulations is given.

Commerce 103—Intermediate Typing (0-5-2). Fall, Winter and Spring. Prerequisite: Commerce 101-102 or equivalent.

A typewriter course in which emphasis is placed on speed building and accuracy. Special typing problems such as business letters, minutes, notices, stencil cutting and carbon copies are stressed.

Commerce 111-112—Beginning Shorthand (5-0-3). Fall and Winter.

Complete theory of Gregg Shorthand simplified. Reading dictation and transcription from studied material.

Commerce 113—Intermediate Shorthand (5-0-3). Spring.

Dictation and transcription of new and studied material. Student is required to take dictation at the rate of 100 words a minute.

Commerce 131—Burroughs Calculator and Comptometer (0-5-2). Fall and Winter.

The objective of this course is to build speed and accuracy in the operation of the Burroughs Calculator and Comptometer and a thorough review of business mathematics. This quarter is devoted to the operation of the four fundamentals in arithmetic on the calculator.

Commerce 132—Burroughs Calculator and Comptometer (0-5-2). Fall and Winter.

The following areas of business mathematics are reviewed and applied on the machine during this quarter; decimal equivalents, split division, invoicing over the fixed decimal, percentages, discounts and chain discounts, cost, selling and rate of profit, and other business problems.

Commerce 201—Advanced Typing (0-5-2). Fall, Winter and Spring. Prerequisite: Commerce 103 or equivalent.

Advanced typing is a course in the acquisition of speed and accuracy including various legal forms and papers, manuscripts and business papers.

Commerce 202—A continuation of Commerce 201 (0-5-2). Fall, Winter and Spring.

Commerce 203—A continuation of Commerce 202 (0-5-2). Fall, Winter and Spring. An average of 60 words a minute is attained.

Commerce 211—Advanced Shorthand (5-0-3). Fall. Prerequisite: Commerce 111, 112, 113 or equivalent.

A course in which the principles of Gregg Shorthand are applied in developing skill and accuracy in writing shorthand and in transcribing. Dictating and typing of mailable letters are emphasized.

Commerce 212—A continuation of Commerce 211 (5-0-3). Winter. A speed of 120 words a minute is required.

Commerce 213—Office Practice (5-0-5). Spring. Prerequisite: Commerce 112 or equivalent.

Typical business office situations are duplicated as nearly as possible. Practical problems deal with typing, filing and office courtesy.

Commerce 224—Medical Terminology and Orientation (5-0-3). Prerequisite: Sophomore standing. The building of a medical vocabulary, use of medical dictionaries. Practice in dictation and transcribing of medical material.

Commerce 228—Medical Office Procedure (5-0-3). Prerequisite: Sophomore standing.

Preparing, indexing and filing of patients' medical records; patient management; patient finance; professional ethics; use of forms used by Medicare, Insurance, Workman's Compensation and Welfare Departments. Setting up and maintaining practical financial records.

Economics

Economics 101—Principles and Problems of Economics (5-0-5). Fall.

A study of the principles behind the economic institutions of the present time and an examination of some of the economic problems in the modern world.

Economics 102—Principles and Problems of Economics (5-0-5). Winter. Prerequisite: Economics 101.

A continuation of the study of economic principles and problems begun in Economics 101.

Economics 125T—Elementary Economic Statistics (5-0-5).

An introduction to presentation and analysis of quantitative economic data. Statistical sources, table reading, chart making; elemen-

tary statistical procedures and their economic interpretation; introduction to index and time series analysis.

Economics 126—American Economic History (5-0-5).

The growth and development of economic institutions in the United States from the colonial period to the present with major emphasis on the period since 1860. It will deal with agriculture, industry, labor, domestic and foreign commerce, transportation, money and banking, and finance.

Economics 127T—Money and Banking (5-0-5). Prerequisite: Economics 202.

The role of money in the economic organization; monetary theory; methods of stabilizing the price level; the integration of financial institutions; theory of bank deposits and elasticity of bank currency; discount policy and the interest rate of central banks; methods of regulating credit and business activities.

Economics 128T—Principles of Marketing (5-0-5). Prerequisite: Economics 202.

Principles and methods involved in the movement of goods and services from producers to consumers; marketing functions; marketing manufactured goods, raw materials and agricultural products; proposals for improving the marketing structure.

Economics 129T—Labor Economics (5-0-5). Prerequisite: Economics 202.

An analysis of the background and origin of our modern labor organizations and their remarkable growth in recent years.

Special emphasis is placed on the social and economic aspects of our labor problems including the study of wages, working conditions, unemployment problems, the movement toward shorter hours, workers welfare plans, labor organizations and the outlook for future developments along these lines.

Economics 130T—Personnel Administration (5-0-5). Prerequisites: Psychology 201 and Economics 201.

A study of the principles and practices in the field of the administration of human relations and industry. Emphasis is given to scientific techniques and devices in the development of a well-rounded personnel program.

Economics 131T—Government and Business (5-0-5). Prerequisite: Economics 202.

A general survey of the economic aspects of business regulation by the government, with specific reference to regulatory developments and methods in the United States; other activities affecting business in general, as extension of loans and subsidies, maintenance of fact-finding agencies and government owned corporation.

Economics 132T—Investments. (5-0-5). Prerequisite: Economics 127T.

A study of stocks and bonds, market operations, investment mathematics, investment policies and financial statements.

Education

Education 201—Orientation to Teaching (5-0-5). Winter.

For the beginning or prospective teacher, this subject offers a broad understanding of the American spirit in education, the place of the school in society, its growth and changing function as a social institution. The problem and discussion approach is used.

Education 206—Educational Psychology (5-0-5).

Special emphasis is placed upon developing competencies on the part of the prospective elementary and high school teachers in understanding and applying the psychological principles involved in the growth and development of children and youth. Supervised visits will be made to schools for observation and study.

Engineering

Engineering 101—Engineering Drawing (0-6-2). Fall and Winter. Prerequisite: One year of plane geometry in high school or Mathematics 8.

Topics of study include lettering; the use of the instruments; orthographic projection; auxiliary views; sections and conventions.

Engineering 102—Engineering Drawing (0-6-2). Winter and Spring. Prerequisite: Engineering 101.

Topics of study include drawing conventions; dimensions; pictorial representation; threads and fastenings; shop processes; technical sketching; working drawings; pencil tracing on paper, reproduction processes.

Engineering 103—Engineering Drawing (0-6-2). Spring. Prerequisite: Engineering 102.

Topics of study include technical sketching of piping and fittings; working drawings; ink tracing on cloth; working drawings from assemblies and assemblies from working drawings.

Engineering 109—Applied Descriptive Geometry (0-6-2). Spring. Prerequisite: Engineering 102.

Topics of study include the solution of problems involving points, lines, and planes by use of auxiliary views; the solution of problems involving points, lines, and planes by revolution methods; simple intersections; developments of surfaces; an introduction to warped surfaces. Practical applications are emphasized.

English

Students will be assigned to freshman English according to results of tests taken before the beginning of the term.

English 101A—Freshman English (5-0-5). Fall, Winter and Spring.

This course includes theme writing, with emphasis on correct and forceful expression. The student also reads and discusses such works as the *Iliad*, the *Odyssey*, and plays by Aeschylus, Sophocles, Euripides and Aristophanes.

English 101R—Freshman English (4-2-5).

This course will satisfy the requirements for the first quarter of Freshman English. It is devoted to grammar, punctuation, spelling, vocabulary building, study habits, and organizational skills. The laboratory portion of the course is designed to help students who show a deficiency in reading and related skills. The student's reading difficulties will be diagnosed. Good reading techniques will be taught.

English 102A—A continuation of English 101A (5-0-5). Fall, Winter and Spring. Prerequisite: English 101A.

The student reads and discusses selections from such authors as Ibsen, Montaigne, Swift, Dickens and English and American poets. Theme writing is continued with practice in preparing documented papers.

English 102B—A continuation of English 101R (5-0-5). Winter, Spring.

This course is essentially the same as English 102A, but more time is given to correct expression in writing. A documented paper is prepared.

English 110—English for International Students (5-0-5).

A course designed for foreign students, or for those who have a language difficulty because of a home environment when English is a secondary language. It stresses written and spoken English, American pronunciation, idiomatic phrases, and language appropriate to basic social situations and customs of the American people.

English 201—Sophomore English—World Literature (5-0-5). Fall and Winter. Prerequisite: Freshman English (2 quarters).

A study is made of some of the works of Shakespeare, Goethe's *Faust*, and selections from the Bible.

English 202—Sophomore English—World Literature (5-0-5). Winter and Spring. Prerequisite: Freshman English (2 quarters).

Modern literature. The course includes selected modern poetry

of 19th and 20th century British and American poets; plays by American, British and continental authors; novels by such writers as Faulkner, Flaubert, Fitzgerald, Joyce, etc.

English 227—Modern Drama (5-0-5). Fall.

Class reading and discussion of modern plays from Ibsen's "Ghosts" to Miller's "Death of a Salesman." The course is centered on appreciation of drama and improving of oral interpretation through reading selected plays aloud.

English 228—Fundamentals of Speech (5-0-5). Winter.

Basic principles and practices of speech. The course gives some attention to the physiological make-up of the speech mechanism, phonetics, gesture, articulation, pronunciation, and regional speech differences. However, it consists primarily of practicing the fundamentals of speech through a wide variety of formal, informal, extemporaneous, impromptu, and group participation speech exercises.

English 230—Principles of Theatre Art (5-0-5). Spring.

A study and discussion of the fundamentals involved in the development of dramatic art and in the staging methods which have been and are now utilized in producing drama. The course will develop chronologically and will relate directly to historical events and to the changing form and method of writing for the stage.

English 250—Public Speaking (5-0-5).

Construction and delivery of various types of extemporaneous speeches with emphasis on the organization of speeches, the principles of attention, the logical and psychological principles of thinking and speaking, and practices in delivery.

French

French 101-102—Elementary French (10-0-10). Fall and Winter.

A course for beginners. The spoken language is studied as well as grammar and reading. No credit for graduation will be given until the sequence is completed. No credit will be given for these courses if two years of high school French have been presented for entrance credit.

French 201—Intermediate French (5-0-5). Spring. Prerequisite: Two quarters of college French or two years of high school French.

Review grammar, oral practice, reading of selected texts.

French 202—Intermediate French, continued (5-0-5). Winter. Prerequisite: Three quarters of college French or three years of high school French.

Further reading of texts, oral and composition practice.

French 204—French Classical Drama (5-0-5). Spring. Prerequisite: French 202.

Selected plays of Corneille, Moliere and Racine.

Geography

Geography 111—World Human Geography (5-0-5).

A survey of world human geography, emphasizing population characteristics, topographic features, distribution of economic activities and geo-political problems within the major geographical regions. Consideration of adequacy of resources to support expanding world populations.

German

German 101-102—Beginning German (10-0-10). Fall and Winter.

Drill upon pronunciation and elements of grammar, conversation and the training of the ear as well as the eye. German is used as much as practicable in the classroom instruction. The idiomatic use of the language will be studied; reading of texts and translations, conversation, dictation, and dialogues.

No credit for graduation is allowed until sequence is completed.

No credit will be given for these courses if two years of high school German have been completed.

German 201—Intermediate German (5-0-5). Spring. Prerequisite: Two quarters of college German or two years of high school German.

Grammar review and comparative grammar studied with the view of enabling students to write compositions. Short stories, life situations in Germany. German magazines, memorization of famous German songs. Conversation and dialogues.

Health

Health 111—Personal and Community Health Problems (5-0-5).

This course considers the meaning of health and factors influencing health behavior; health problems as related to the individual:

overview of world, national, state and local health problems; community health organizations; mobilizing and evaluating community health resources. The legal aspects in community health and the laws governing reportable diseases is given special attention.

History

History 100—Survey of American History (5-0-5).

This course is designed to satisfy the state law requiring that all students receiving degrees shall pass an examination on the history of the United States and of Georgia.

History 114—An Historical Introduction to Contemporary Civilization (5-0-5). Fall, Winter, Spring and Summer.

This course comprises a chronological survey of the main currents of political, social, religious and intellectual activity in Western Civilization from the time of the ancient Mediterranean civilizations to the present era. Selected topics and periods are studied in greater detail by a careful reading of works by Plato, Dante, Machiavelli, Descartes and others.

History 115—A Continuation of History 114 (5-0-5).

History 224—History of England (5-0-5). Winter.

A study of English political and social institutions from early times to the present with special emphasis given to developments since the Tudor period.

History 225—Recent European History (5-0-5). Fall.

This course is designed to provide an opportunity for detailed study of major national and international developments in European affairs from about 1870 to the present time. Special emphasis is devoted to the first World War and new developments in Europe following that war and the complex of world events which preceded the Second World War.

History 226—Recent American History (5-0-5). Winter.

This course has as its purpose the examination of the most important events and movements, political, social and cultural, in American life from about 1865 to the present time.

Home Economics

Home Economics 110—Orientations: Careers and Personal Development (5-0-5). Fall.

The many opportunities available in the field, such as food spe-

cialists, nutrition experts, nursery school teachers, marriage counselors and others will be discussed. Professional experts in these fields will visit the class to show the many vocations dealing with the home.

Maturity, personality and personal grooming are emphasized.

Home Economics 111—Elementary Clothing (2-6-5). Winter.

Wardrobe planning and selection related to simple problems involving fundamental garment construction processes; care of clothing, including repair.

Home Economics 112—Family Meal Planning and Serving (3-4-5). Fall.

Introductory course in food preparation, and serving of nutritious and palatable meals for the family.

Home Economics 201—Home Planning and Decorating (4-2-5). Winter.

The interior and exterior planning of the home is studied. Emphasis is placed on style of furniture, color and decoration fabrics used in the home.

Home Economics 203—Clothing for the Family (2-6-5). Spring.

Planning the family wardrobe problems. Construction of garments for family member.

Home Economics 204—Family Fundamentals (5-0-5). Fall.

A course in the family with the problems that one faces in the preparation for children and the adjustment to these children.

Home Economics 232—Nutrition (5-0-5).

The requirements of different individuals for energy, protein, minerals and vitamins; foods as a source of daily requirements, and the relation of food and the state of nutrition of an individual to physical fitness.

Home Economics 235—Nutrition Education for Teachers. (5-0-5).

A study of the diet habits of Georgia school children and the relation of nutrition to health. Emphasis is placed on how teachers can enrich school and community programs and improve the health of school children through nutrition education.

Mathematics

Mathematics X—Basic Mathematics (5-0-0). Text: Essential Mathematics for College Students.

This is a non-credit course and includes a study of the following topics: operations with integers, operations with common frac-

tions and mixed numbers, operations with decimals, measurement, percentage, and elements of algebra. The last unit includes operations with signed numbers, algebraic monomials and polynomials.

Mathematics 8—Plane Geometry (5-0-5).

Topics of study include rectilinear figures, congruent triangles, the circle, similar figures and polygons.

(Students will not receive college credit for this course if they have completed one unit of high school credit in geometry.)

Mathematics 9—Intermediate Algebra (5-0-5). Fall, Winter, and Spring.

This course includes a study of fractions, signed numbers, linear and quadratic equations, ratio, proportion, variation and graphs.

Mathematics 101—College Algebra (5-0-5). Fall, Winter and Spring.

Prerequisite: Two units of high school algebra or Mathematics 9.

This course consists of linear and quadratic equations, functions and graphs, systems of equations, inequalities, negatives and fractional exponents, variations, mathematical induction, the binomial theorem, theory of equations, and determinants.

Mathematics 102—Trigonometry (5-0-5). Winter and Spring. Prerequisite: Mathematics 101.

A course covering the solution of the right and general triangle, the solution of trigonometric equations, proof of trigonometric identities, graphs of trigonometric functions, and inverse trigonometric functions.

Mathematics 103—Mathematics of Finance (5-0-5). Spring. Prerequisite: Mathematics 101.

This course gives that background necessary for dealing with problems found in banking, real estate, financing, and accounting; the operation of the compound-interest law in business; simple problems concerning bonds, sinking funds, valuation of properties and annuities. Practical problems in these fields will be emphasized. The necessary aids and short cuts and use of tables and logarithms will be studied.

Mathematics 104—Analytic Geometry and Calculus (5-0-5). Spring. Prerequisite: Mathematics 102.

Analytic geometry of the point and the line, graphs of functions, limits, differentiation of algebraic functions and some applications of derivatives.

Mathematics 114—The Slide Rule (1-2-2).

An intensive study and practice in the use of all scales including the solutions of problems using the trigonometric scales.

Mathematics 201—Calculus (5-0-5). Fall. Prerequisite: Mathematics 104.

This course includes the differentiation and integration of polynomials, problems in maxima and minima, approximations by differentials, areas, volumes, centroids, moment of inertia and work.

Mathematics 202—Calculus (5-0-5). Winter.

Prerequisite: Mathematics 201.

A continuation of Mathematics 201. This course includes differentiation of transcendental functions with application to rates, velocity and acceleration, curvature and Newton's Method. It also includes formulas and methods of integration.

Mathematics 203—Calculus (5-0-5). Spring.

Prerequisite: Mathematics 202.

A continuation of Mathematics 202. This course includes Simpson's rule, indeterminate forms, series, hyperbolic functions, partial derivatives and multiple integrals.

Music

Music 110—Music Theory (5-0-3). Fall.

An introduction to the fundamentals of music theory through sight-singing, dictation, part-writing and keyboard harmony. The ability to read notes is essential for this course.

Music 111—Music Theory (5-0-3). Winter.

A continuation of Music 110, with emphasis on part-writing of triads and their inversions, the dominant seventh chord, sight-singing, dictation and keyboard harmony.

Music 112—Music Theory (5-0-3). Spring.

A continuation of Music 111 through derivations and inversions of the dominant seventh chord, triads on all degrees and secondary seventh chords, sight-singing, dictation and keyboard harmony.

Music 200—Music Appreciation (5-0-5). Spring.

A course designed to help the student understand and enjoy fine music. Analysis of form, style and mediums of musical expression from the great periods of musical art. Lectures, discussions and recorded sessions comprise the course.

Applied Music Courses

Applied music courses consist of private instruction in voice or an instrument. Two hours credit is received per quarter with six hours credit possible per year. A special applied music fee is charged for these courses as indicated under the course descriptions.

No practice facilities are available at the college. The student must have access to private practice facilities in order to enroll for applied music courses.

Music 116 a,b,c—Woodwind Instrument. 2 hours credit per quarter. One one-hour private lesson per week. Special fee \$48.00.

Music 117 a,b,c—Violin. 2 hours credit per quarter. One one-hour private lesson per week. Special fee \$48.00.

Music 118 a,b,c—Piano. 2 hours credit per quarter. One one-hour private lesson per week. Special fee \$48.00.

Music 119 a,b,c—Voice. 2 hours credit per quarter. One one-hour private lesson per week. Special fee \$45.00.

Music 216 a,b,c—Woodwind Instruments. 2 hours credit per quarter. A continuation of Music 116c. Special fee \$48.00.

Music 217 a,b,c—Violin. 2 hours credit per quarter. A continuation of Music 117c. Special fee \$48.00.

Music 218 a,b,c—Piano. 2 hours credit per quarter. A continuation of Music 118c. Special fee \$45.00.

Music 219 a,b,c—Voice. 2 hours credit per quarter. A continuation of Music 119 c. Special fee \$45.00.

Philosophy

Philosophy 110—Introduction to Philosophy (5-0-5).

The fundamentals of philosophy, the meaning and function of philosophy, the vocabulary and problems of philosophy, and the relation of philosophy to art, science and religion. Includes a survey of the basic issues and major types in philosophy, and shows their sources in experience, history and representative thinkers.

Philosophy 222—Honors Seminar (5-0-5).

The Honors Seminar will study some aspects of the nature of man in the natural world. The aim of the seminar will be to integrate what has been approached as specialization in the general curriculum. Instructors from the natural sciences, the humanities and the social sciences will serve as discussion leaders.

This course is open by invitation to sophomores placed on the Permanent Dean's List at the end of their freshman year and to other sophomores who are recommended by their advisors.

Physical Education

Physical Education 111—Conditioning Course (0-3-1). Fall.

Consists of calisthenics, stunts and tumbling, lifts and carries, road work, duel combatives, and simple games.

Physical Education 112—Team Sports (0-3-1). Winter.

Consists of basketball, soccer, speedball and volleyball.

Physical Education 113—Elementary Swimming (0-3-1). Spring.

**Physical Education 114—Officiating of Basketball (1-3-2). Winter.*

Prerequisite: P. E. 112 or equivalent.

Consists of a study of rules interpretation and actual experience in coaching and officiating in class and intramural games. Elective credit, except when substitute for P. E. 112.

**Physical Education 200—First Aid and Safety Education (4-0-3) Winter.*

The American Red Cross standard course in first aid is followed by a broad consideration of the opportunities for safety teaching in the school program.

Physical Education 201—Elementary Tennis. (0-3-1). Fall.

**Physical Education 203—Senior Life Saving and Instructors' Course in Swimming (2-3-2). Spring. May be substituted for Physical Education 113.*

Physical Education 205—Folk Rhythms (0-3-1). Spring.

Physical Education 206—Modern Dance for Women (0-3-1). Winter.

Physical Education 207—Tap Dance for Beginners (0-3-1). Winter.

Physical Education 208—Adult Recreative Sports. (0-3-1). Spring.

Physical Education 232—Bowling (0-3-1). Winter.

*Elective unless substituted as written in course description.

Physical Science

Physical Science 101 (5-0-5). Fall. No prerequisite.

A study of the scientific method and its use in man's solutions of his physical environment and the nature of things about him, the "whys" and "wherefores" or the correlation of the physical universe. The student learns the fundamentals of physics and acquires familiarity with the basic formulas and principles. He learns the similarity of the application of principles involving small particles to larger or planetary particles. If student has completed a course in college physics, no credit will be given for this course.

Physical Science 102 (5-0-5). Winter. No prerequisite.

A continuation of Physical Science 101. In this course emphasis is placed on the study of the principles of inorganic and organic chemistry with some examples of the application of chemistry in household, industry, medicine, biology, geology, etc. Here the knowledge of the structure of the fundamental particles of matter (atoms and molecules) is used in the study of the classification of the simple components of matter (elements) and the changes which they undergo to form more complex substances (compounds). If the student has completed a course in college chemistry, no credit will be given for this course.

Physical Science 103 (5-0-5). Spring. No prerequisite.

A survey of elementary Geology and Astronomy. This course covers what might be termed a "Biology of the Earth", concerning itself with earth materials, weather and climate, rocks and minerals, erosion and sedimentation, vulcanism and diastrophism, the law of uniform change and earth history as interpreted from the rock record. Upon completion of this phase the course progresses to the Astronomy phase and the study of the stars and Galaxies. Starting with the Planetary System of our own Sun, the study proceeds to the other Stars and Stellar Systems, including, of course, the Nebulae. Finally, the course covers general relativity and cosmology entering the frontiers of Physical Science to conjecture on the "Science of Tomorrow."

Physics

Physics 204—*General Physics—Mechanics* (4-2-5). Fall.

Prerequisite: Mathematics 101 and 102 or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of mechanics. Force and motion, work and power, energy, torque, and properties of gases are included.

Physics 205—*General Physics—Electricity* (4-2-5). Winter.

Prerequisites: Math 101 and 102 or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of magnetism, electric circuits, electric energy and power, electromagnetic induction, and principles of alternating current.

Physics 206—General Physics—Heat, Sound, and Light (4-2-5). Spring. Prerequisite: Math 101 and 102 or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of heat, sound and light. Under heat will be studied temperature measurement, thermal expansion, heat quantities, heat transfer, and thermodynamics. The study of sound includes wave motion, sound waves, and acoustics. Light includes reflection, refraction, spectra, color, and optics.

Physics 207—Mechanics (5-3-6). Fall.

Prerequisite: Mathematics 104 or 201, or concurrent.

Physics 207, 208 and 209 together constitute a thorough course in basic physics for engineers. The five hours of class include one or two demonstration lectures per week. The solution of a large number of problems is required and the course includes application of the elements of calculus.

The laboratory work is designed to give practice in the art of making precise measurements, proficiency in the manipulation of apparatus and added familiarity with some of the concepts of physics. The theory of errors is stressed enough to give students the ability to decide under what conditions the greater expense of more precise measurements is justified.

Physics 207 is an intensive course in mechanics. It includes the study of statics, kinetics, friction, work, power, energy, machines, elasticity, hydrostatics, hydraulics and the mechanics of gases.

Physics 208—Electricity (5-3-6). Winter. Prerequisite: Same as for Physics 207.

Physics 208 is an intensive course in electricity. It includes the study of magnetism, static electricity, electric circuits, electric energy, and power, electromagnetic induction and the principles governing AC circuits as well as a study of some electrical instruments.

Physics 209—Heat, Sound and Light (5-3-6). Spring. Prerequisites: Same as Physics 207.

Physics 209 is an intensive course in heat, sound and light. It includes the study of heat, sound, light and atomic physics. Laboratory exercises include temperature measurement, thermal expansion, heat quantities, heat transfer, thermodynamics, wave motion, sound waves, resonance, acoustics, reflection and refraction of light, the quantum theory, spectra and color, optics, and some optical instruments.

Political Science

Political Science 112—The Governments of Foreign Powers. (5-0-5).

A study is made of the leading modern political theories, and attention is paid to the structure and powers of the major foreign governments.

Political Science 113—Government of the United States (5-0-5). Fall, Winter and Spring.

A study is made of the structure, theory, and workings of the national government in the United States and some of the major problems of the state and local government. The course shows how developmental practice has created our government as it stands today.

Psychology

Psychology 100T—Psychology of Adjustment (5-0-5). Fall, Winter and Spring.

This course is an orientation into college and into the choice of a career. The objective aids developed in the field of psychology will be used to discover effective ways of learning in general, and of studying in the college setting. Methods of objective measurement of a person's intelligence, interests, special aptitudes and personality traits will be explored and demonstrated. These will be applied to problems of educational, vocational, and special interest training. Insofar as possible each student will have an opportunity to develop projects in the fields that will be useful in his own plans for education and career. Special emphasis is placed upon the understanding of learning processes and the motivation of behavior.

Psychology 201—Introductory Psychology (5-0-5). Fall, Winter and Spring.

Psychology is the scientific study of individual human behavior. This course introduces the student to how the basic psychological processes operate and affect the behavior of the individual. Facts about patterns of growth from birth to maturity, learning to observe and deal objectively with the real world, motivation, emotions, conflict and frustration are explored and applied to the student's present daily experience. Special study is given to unconscious influences on behavior in the study of mechanisms of defense and ways of directing these processes into more realistic and creative use of one's feelings, understandings and actions. By the end of the course the student is expected to be able to see these processes at work in a given example of behavior and to begin to see the interaction of all these processes in a given act or experience. In the seminar type of class discussion the focus is on one of these topics at a time. The discussion objective is for each stu-

dent, after study, to share his concept of the topic or some phase of it, link it with the information in the text, and test it against his own experiences.

Psychology 202T—Experimental Psychology (5-0-5). Spring. Prerequisite: Psychology 201.

In this course the principles explained in Psychology 201 will be tested and explored by special projects and experimentation. Each student will select from a choice of topics introduced in 201 at least one systematic experiment, develop his plan of procedure, carry out his study according to approved objective methods and prepare a satisfactory written report. Class time will be used for group consultation in order that each member will follow the work of each other student and for class guidance and criticism. Topics suitable for a special study project include aspects of child development or special behavior aspects of children, maturation, emotions, conflict, frustrations, mechanisms of defense, sensory processes, perception, learning, remembering, thinking, personality adjustment.

Psychology 203—Social Psychology (5-0-5). Fall. Prerequisite: Psychology 201.

This course centers on a study of the individual's interaction with his social groups (family, friendship groups, clubs, church groups, community groups). Forces of need, emotion and interests that bind the individual to his groups and the dynamic forces of group interaction are analyzed. The live laboratory of the class itself is used for experiencing the processes of communication and interaction in a group setting. Special topics of attitude formation, leadership, group conflicts, social stratification, mass communication, propaganda, public opinion formation and methods of changing group patterns are studied by consulting the reports of responsible studies and by group projects.

Psychology 204T—Applied Industrial Psychology (5-0-5).

This course applies psychology to special problems in industry. A study is made of causation in behavior, leadership, testing, training and fatigue, with a view to developing the technique of working with superiors, associates and subordinates. Methods of objective measurements of a person's intelligence, interests, aptitudes and personality traits will be explored and demonstrated. Special problems of personnel management and production will be considered.

Psychology 205—Developmental Psychology (5-0-5). Prerequisite: Psychology 201.

This course presents tested information on how growth, development and learning affect the behavior of human beings from conception through childhood and adolescence. Systematic study of responsible research in this field, from life-study, clinical and experimental research methods, is the basis for class seminar and lecture. To supple-

ment study of the literature projects are planned for direct observation of child behavior in a nursery school, in various elementary school classes and in informal settings. When possible, special areas receive special study, such as testing programs, problems of exceptional children, child therapy or typical problems in child-parent relations and child placement.

Russian

Russian 101-102—Elementary Russian (10-0-10).

This course consists of grammar, composition, conversation, reading and dictation. No credit will be allowed toward graduation until the sequence is completed.

Social Science

Social Science 104—Contemporary Georgia (5-0-5).

A study of current economic and social statistics as pertaining to agriculture, industry and commerce; population trends and governmental organizations and problems.

Sociology

Sociology 201—Introductory Sociology (5-0-5). Fall, Winter.

Sociology is the scientific study of human behavior at the group level. This course presents material which has been gathered by systematic and objective studies of human society. Material is introduced from the fields of cultural anthropology and social psychology. In this way an understanding is gained not only of the function of culture as a factor in the socialization of the individual but also of the role of the individual as a member of his own society. Attention is then turned to some of the major institutions of this society, and finally to a theoretical consideration of the operation of social processes. Emphasis throughout is upon the application of the scientific method to the study of social phenomena.

Sociology 202—Marriage and the Family (5-0-5). Fall, Winter, Spring.

This course is designed as a functional approach to the study of the problems of marriage in our society. As a background to a study of the family as an institution marriage customs and family relationships from other cultures are studied. The rest of the course focuses on the individual within our own culture. Each stage in the preparation for marriage is discussed: dating, courtship, engagement, marriage, adjustment to money, sex, religion, in-laws, friends and children. A prominent physician is guest lecturer on specialized information affecting the physical adjustment to marriage and parenthood. Other guest lecturers

include representatives from the legal and insurance professions. In this course the student is provided with information which will encourage a mature and objective approach to the problems and responsibilities inherent in marriage and family relationships in our present-day society.

Sociology 203T—Community and Social Problems (5-0-5). Spring.

The purpose of this course is to study the facts, problems, and programs of community life, using Savannah and Chatham County as resources to supplement information from responsible scientific studies available in the professional literature. In addition to exploring the nature and origins of social problems in general, attention will be directed to such special areas as community physical and mental health, problems of poverty, unemployment, education, government, juvenile and adult crime, care for dependent children, housing recreation, resources for the aged, problems of community planning, and group conflicts. The course will include seminar discussion, individual study of some problems of special interest, guest speakers and selected field trips. This additional knowledge, understanding and experience with systematic study of community life is aimed to contribute to the student's constructive involvement, as a citizen, in the life of his community.

Spanish

Spanish 101-102—Elementary (10-0-10). Fall and Winter.

These courses are for the purpose of providing the student with the elements of Spanish reading, composition and conversation. No credit for graduation will be given until sequence is completed. No credit will be given for these courses if two years of high school Spanish have been completed.

Spanish 201—Intermediate (5-0-5). Spring.

Prerequisite: Two quarters of college Spanish or two years of high school Spanish.

This course gives the student an opportunity to review the elements of Spanish grammar, conversation and readings.

Spanish 202—Intermediate (5-0-5).

Prerequisite: Spanish 201.

Continuation of Spanish 201.

Spanish 203—Survey of Spanish-American Literature (5-0-5).

Prerequisite: Spanish 202.

Outline of Spanish-American Literature and critical appreciation.

TECHNICAL INSTITUTE PROGRAMS

Courses are designated as follows:

GT—General Technology for courses which are common to several concentrations.

CT—Chemical Technology.

IT—Industrial Technology.

BCT—Building Construction Technology.

Elec. T—Electronic and Communications Technology.

Civ. T—Civil Technology.

MT—Mechanical Technology.

General Technology

*GT 111—*Industrial Safety* (1½-0-1½).

A basic study of industrial accident prevention considering the nature and extent of the accident problem. A practical study is given the technique for control of industrial hazards together with the fundamentals of good organization.

*GT 112—*Public Speaking*. (3-0-3). Prerequisite: English 101 or the equivalent.

Study and practice in the fundamentals of public speaking. The subject includes training in selecting a subject, obtaining and organizing material, and presenting speeches effectively. Each student makes several speeches before an audience.

*GT 113—*Technical Report Writing* (3-0-3). Prerequisite: English 101 or the equivalent.

Study of the fundamentals of technical writing style and mechanics with practice in preparing reports of various types most likely to be used on the job by technicians.

Technical Mathematics

These courses are specifically designed for students who intend eventually to enter some field of technology. Special emphasis has been placed on the applications of mathematical principles to a wide range of specific engineering situations.

GT 114—*Technical Mathematics I* (5-0-5).

This course covers the slide rule, a review of arithmetic and geometry, basic algebra, analytic geometry, more advanced algebra, and logarithms. (Mathematics 101 may be taken instead.)

*Classes to be conducted at the plant of the Union Bag-Camp Paper Corporation.

GT 115—*Technical Mathematics II* (5-0-5). Prerequisite: GT 114.

This course consists of an introduction to analytical trigonometry, numerical trigonometry of the right triangle, oblique triangles and applications of numerical trigonometry, and vector algebra. (Mathematics 102 may be taken instead.)

GT 120—*Technical Mathematics III* (5-0-5). Prerequisite: GT 115.

An application of mathematics to problems ordinarily not solvable by algebra or trigonometry. The subject consists mainly of an introduction to differentiation and integration. The application of the calculus is directed toward problems pertinent to the student's major field of study. (Mathematics 104 and 201 may be taken instead.)

GT 121—*Applied Higher Mathematics* (5-0-5).

A continuation of GT 120 with operational techniques.

Building Construction Technology

BCT 121—*Graphics* (3-9-6). Prerequisite: Engineering 101.

An introductory study in architectural drawing and the principles of visual design. This subject equips the student with a basic knowledge of drawing sections, plans, perspective and presentation drawing in ink.

BCT 142—*Construction Materials and Estimates* (5-2-6).

An introduction to the materials most commonly used in the erection of structures, and the preparation of material and labor quantity surveys from actual working drawings and specifications.

BCT 211—*Wood and Steel Construction* (3-6-5). Prerequisite: Civ. T 143.

A study of the design of beams, girders and columns in both wood and steel. Included is a study of the various timber fasteners, steel and timber trusses and steel frameworks.

BCT 212—*Concrete Construction* (3-6-5). Prerequisite: Civ. T 143.

A study of the properties of reinforced concrete with the determination of direct stresses and bending stresses in beams, slabs, girders and columns. Laboratory work consists of problems and a study of the methods of testing various concrete members.

BCT 222—*Building Design I* (3-9-6). Prerequisites BCT 121 and BCT 142.

Residential Design. This subject requires of each student a complete presentation drawing, a complete set of working drawings and a

complete set of specifications for a dwelling house. Scale models will be built from working drawings by groups of students.

BCT 223—Building Design II (3-9-6). Prerequisites: BCT 222 and BCT 211.

Architectural design, working and structural drawings of more complex structures than those studied in BCT 222. Structural computations are required.

BCT 224—Building Design III (3-9-6). Prerequisite: BCT 223.
A continuation of BCT 223.

BCT 231—Architectural History (3-0-3).

A study of the progress of architecture. The material covered includes a review of architectural forms from early Egyptian to modern Engineered Architecture.

BCT 243—Building Equipment (3-0-3). Prerequisite: Physics 206.

A brief survey of the principles of heating, ventilating, plumbing, air-conditioning, lighting and electric wiring of buildings from the construction point of view.

Chemical Technology

CT 120—Introduction to Industrial Statistics (3-0-3). Prerequisite: Mathematics 101.

An introduction to the application of statistical analysis to technical problems. The concept of distributions is developed, simple tests of significance and linear correlation are discussed. Emphasis is placed upon the practical application of statistics rather than upon theory.

**CT 121—Experimental Design* (3-0-3). Prerequisite: CT 120.

Advanced statistical work, including problems in the determination of the proper procedure to be followed in gaining maximum information from given data. A study of experimental methods designed to produce adequate result data at a minimum expenditure of time and money.

**CT 140—Pulping* (5-0-5). Prerequisite: Chemistry 101, 102.

A brief summary of all commercial pulping processes in use, including a study of wood species, chemicals used, cooking conditions, characteristics of pulp, and recovery processes. Also included is a thorough study of pulping processes now in widespread use in the South, with emphasis on the sulphate pulping of pine.

**CT 141—Paper Machinery* (5-0-5). Prerequisite: CT 140.

The study of the function and operation of the various machines used for the conversion of pulp to the finished product, including the

*Classes to be conducted at the plant of the Union Bag-Camp Paper Corporation.

component parts and associated equipment of the fourdrinier machine. A survey of the leading types of machines used in the further processing of paper and paperboard for the production of bags, boxes and similar products.

**CT 142—Paper Testing (1-4-3).* Prerequisite: CT 140.

A study of the physical properties of paper and paperboard with emphasis on the characteristics commonly tested. Details of the construction, principle and operation of testing equipment are studied.

**CT 143—Pulp Testing (1-4-3).* Prerequisite: CT 140.

A comprehensive review of standard mill and laboratory testing equipment and procedures. The interrelationships of different pulp properties are studied, together with the theoretical and practical considerations of permanganate number and other measures of the degree of pulping.

**CT 150—Organic Chemistry (5-0-5).*

Prerequisites: Mathematics 102 and Chemistry 280b.

A classroom survey of the types of organic compounds, their names and structures, preparation, properties and reactions, including electronic mechanisms involved in the reactions.

**CT 151—Industrial Chemical Analysis (3-0-3).* Prerequisite: Chemistry 280b.

The application of chemical principles to industrial processes of water treatment, paper manufacture, waste disposal, acid manufacture and various other related processes in the paper industry.

CT 160—Material Balances (3-0-3). Prerequisite: Mathematics 101 or GT 114, Chemistry 101, 102, Physics 204, 205, 206.

This course is designed to give intensive, qualitative training in the practical applications of the principles of chemistry and physics to the solution of problems associated with industrial chemical processes. This portion of the course is mainly concerned with establishing material flows through process, including the development of methods of predicting mis-information from generalized principles.

CT 161—Energy Balances (3-0-3). Prerequisite: CT 160.

A continuation of Civ. T 160 to include the energy requirements of chemical process. Insofar as possible the problems are related to actual data from operation in a kraft paper pulp mill.

**CT 162—Elementary Chemical Process (4-0-4).* Prerequisites: Chemistry 280b, CT 160.

A study of the transformation of energy and heat transfer, evaporation, distillation, drying, and flow of fluids.

**Classes to be conducted at the plant of the Union Bag-Camp Paper Corporation.*

*CT 164—*Wood Structures and Properties* (3-2-4). Prerequisites: Chemistry 101, 102, Physics 204, 205, 206.

A course covering the basic process of the formation of wood fibers in the living plant and the changes which occur during and after the life of the plant. A resume of physical and chemical characteristics of southern woods, and the means by which these characteristics may be controlled or altered.

*CT 165—*Industrial Chemistry* (4-0-4). Prerequisite: Chemistry.

The course covers fundamental chemical processes and reactions used in the manufacturing of a large variety of chemical compounds. It also gives a general view of the problems of the chemical industry.

Civil Technology

Civ. T 121—*Elementary Surveying* (3-9-6). Prerequisite: Mathematics 102 or GT 115, or concurrently.

Construction, care and use of surveying instruments; theory and practice of chaining; differential and profile leveling; traversing; computation of areas and earthwork; theory and practice of stadia and its application to topographic surveying; U. S. Gov't. system of public land surveys; reduction and plotting of field notes; the interpretation and plotting of field notes of topographic surveys.

Civ. T 122—*Route Surveying* (3-6-5). Prerequisite: Civ. T 121.

Reconnaissance, preliminary location and construction surveys for routes of all kinds, including simple, compound and reverse curves used on highways and railroads; superelevation of curves; computations of earthwork; construction of quantity, mass and haul diagrams. For a final project each laboratory group must lay out a complete highway location with each student submitting a complete set of plans, profiles, cross sections and earthwork computations for this location.

Civ. T 131—*Highway Construction* (3-0-3). Prerequisite: Civ. T 122.

A study of highway location, grading, drainage, surfacing, maintenance and administration.

Civ. T 143—*Mechanics of Materials* (5-3-6). Prerequisites: Physics 204 and Mathematics 102 or GT 115.

A study of coplanar forces and force systems, truss solutions, force systems in space, friction and centroids; direct stress, properties of materials, riveted and welded joints, torsions stresses in beams, beam deflection, and columns.

*Classes to be conducted at the plant of the Union Bag-Camp Paper Corporation.

Civ. T 212—Structural Drafting I (0-6-2). Prerequisite: Engineering 101.

Structural steel framing practices and preparation of shop drawing for steel fabrication.

Civ. T 213—Structural Drafting II (0-6-2). Prerequisite: Civ. T 212.

Preparation of detail drawings for concrete structures.

Civ. T 223—Land Surveys (3-6-5). Prerequisite: Civ. T 121.

Theory and practice of land surveying; sub-divisions; filing and recording deeds; U. S. system of land subdivisions. U. S. Coast and Geodetic plane coordinate systems; county and state laws; computations on astronomical observations for azimuth determination. Georgia Land Lot system of land subdivision.

Civ. T 224—Topographic and Contour Surveying (2-6-4). Prerequisite: Civ. T 121.

Theory, description and use of advanced surveying instruments and methods; practice of state and local coordinate systems for cadastral surveys and construction work; field work for the design and construction of engineering projects; use of the Plane Table on topographic surveys; theory, description and purposes of the many types of maps, plans and profiles used by engineers; hydrographic surveying; altimetry.

Civ. T 232—Heavy Construction (3-3-4). Prerequisite: BCT 142.

Heavy construction practices. This subject acquaints the student with the many common pieces of heavy construction equipment and apparatus; operation, use, limitations and maintenance of this equipment are covered along with the methods, organization and management for both large and small jobs. Field trips are made to construction projects to illustrate the usage of various pieces of equipment.

Civ. T 241—Hydraulics (6-0-6). Prerequisites: Physics 204 and Civ. T 143.

Elementary principles of hydraulics with special emphasis on static pressure, flow through pipes, channels, and over weirs. A survey of the operation of water and sewage treatment plants is included. Several field trips are scheduled.

Electronics and Communications Technology

Elec. T 109—Shop Techniques (0-3-1).

A study of shop procedures with methods of coil winding and transformer construction. Manufacturing techniques, testing and service procedure—wiring practices and the National Electrical Code.

Printed circuit techniques and problems related to mechanized assembly techniques.

Elec. T 111—Measurements (3-3-3).

Development of electrical units—Experimental procedures, errors and aids to computation. A comprehensive study of galvanometers, standard cells, bridges and oscilloscopes. Measurements of mutual inductance and magnetic circuits. Laboratory to include the correct procedure in the use of industrial and laboratory test equipment, such as, VTVM, Q meters, frequency meters, etc.

Elec. T 121—Direct Current Circuits (5-3-5). Prerequisite: GT 114.

Fundamental concepts of D-C, including electron theory, Ohm's Laws, Thevenin's and Superposition Theorem and other theorems which aid in the simplification of networks. A comprehensive study of D-C instruments and measurements and their use in the laboratory to determine and verify the basic principles of electricity. Laboratory experiments to coincide with classroom study.

Elec. T 122—Alternating Current Circuits I (5-3-5). Prerequisites: Elec. T 121 and GT 115.

The fundamental study of sinusoidal voltages and current waveforms—the resistive, inductive and capacitive circuits along with their combinations. Series and parallel networks. A comprehensive study of vector analysis and complex notation. Laboratory experiments to coincide with classroom study and to verify theoretical work—become familiar with oscilloscopes.

Elec. T 131—Basic Electronics (5-3-5). Prerequisite: Elec. T 121.

Basic study of the control of free electrons in elementary electronic circuits. Electron emission, classification and characteristics of high-vacuum tubes, tube characteristics curves. Rectification, amplification, amplification factor, trans-conductance plate resistance, load lines, stage gain and basic amplifier circuits. Types of bias. Classification and characteristics of gas-filled, vapor-filled, and cathode ray tubes. Hard-tube and soft-tube voltage regulator circuits. Conversion efficiency, ripple factor and circuit analysis of single-phase, half-wave, full-wave and bridge rectifier circuits.

Elec. T 223—Alternating-Current Circuits II (3-3-3). Prerequisites: Elec. T 122 and GT 120.

Study of polyphase circuits, balanced and unbalanced, including circuit analysis, distribution systems, transformers and transformer connections, rectifier circuits and instrumentation.

Elec. T 232—Industrial Electronics (5-3-6). Prerequisites: Elec. T 122, Mathematics 104 or GT 120, Elec. T 131.

Study of basic industrial electronic circuits and application of these

circuits to such devices as electronic timers, voltage regulators, electrostatic air cleaners, motor and generator control systems, photo-electric systems, web and register control systems, and induction and dielectric heating equipment.

Elec. T 233—Advanced Electronics (3-3-4). Prerequisites: Elec. T 261 or concurrently; Elec. T 232.

A study of special electronic circuits, including thyratrons, ignitrons, phototubes, wave shaping circuits, klystrons and magnetrons. Also more advanced circuitry using conventional tubes—laboratory to include application and illustration of the above circuits.

Elec. T 234—Semiconductors (5-3-5).

Familiarization of transistors, diodes and other semiconductor devices. Theory, application and operational characteristics of semiconductors. Laboratory experiments to include investigation of transistors and other semiconductors circuitry and behavior.

Elec. T 241—Communications Circuits I (5-3-6). Prerequisite: Physics 205.

Study of the operating principles of telephone equipment and circuits. Local-battery and common battery manual exchanges, step-by-step and all-relay automatic exchanges. Basic relay circuits for digital control. Matched transmission lines for audio frequencies, distributed and lumped line constants, pads and attenuators, constant-k and m-derived filters for low-pass, high-pass, band-pass and band-elimination. "Pi", "T", and "LL" sections.

Elec. T 242—Communications Circuits II (5-3-6). Prerequisites: Elec. T 261, or concurrently.

Micro wave technique concepts and practical applications. Impedance-matching concepts and methods, transmission-line circle diagram, propagation, standing waves, basic antenna theory, antennas for low-frequency and high-frequency applications, and high-frequency measuring techniques, including radar and transmitting and receiving systems.

Elec. T 254—Electrical Machinery (2-3-3). Prerequisites: Elec. T 223, or concurrently.

Survey of electrical rotating machines, direct and alternating current. Construction, characteristics, operation and control and industrial applications of d-c, single-phase, a-c and polyphase a-c motors and generators.

Elec. T 261—Communications Technology I (5-3-6). Prerequisites: Elec. T 241, Elec. T 232.

The study of voltage amplification as applied to radio-frequency and audio-frequency circuits. Analysis of amplifier circuits and coup-

ling methods, radio-frequency tuning circuits, regeneration and generation circuits, decoupling networks and basic oscillator circuits. Construction, tuning, and alignment of superheterodyne receivers.

Elec. T 262—Communications Technology II (5-3-6). Prerequisites: Elec. T 233, Elec. T 261.

Advanced study of radio communication circuits. Amplitude-modulated transmitters, power amplifiers, phase inverters, push-pull amplifiers and modulator circuits. Broadcast studio techniques, recorders, and recording and control room equipment.

Elec. T 263—Television Technology (3-3-4). Prerequisite: Elec. T 233, Elec. T 262.

Principles of frequency modulation, methods of modulation and demodulation, FM transmitter and receiver circuits. Federal Communications Commission standards for television transmission. Camera and picture tubes, composite video signal, television receiver circuits, power supplies, video amplifiers, deflection circuits, alignment procedures, transmitters circuits and color television.

Industrial Technology

**IT 120—Manufacturing Processes* (3-0-3). Prerequisites: Mathematics 101, or GT 114, Physics 204.

This course is designed to familiarize the student with machine tools and basic manufacturing operations.

**IT 121—Production Organization* (3-0-3). Prerequisites: Economics 101, 102, and IT 120 or approval of the instructor.

Problems in planning for production budgeting, plant location, machinery and equipment selection, building and service selection, maintenance planning, plant layout, materials handling, storekeeping planning, personnel organization, employee selection and training.

**IT 122—Economic Analysis* (3-0-3). Prerequisites: Business Administration 101 and IT 121 or approval of the instructor.

Problems in economic, financial and intangible analysis. A study is made of the technique of making a decision among alternatives on the basis of comparative cost and suitability. A study of quality control methods is included.

**IT 123—Production and Cost Control* (3-0-3). Prerequisites: Business Administration 101 and IT 121 or approval of the instructor.

Problems in factory operation, including scheduling, planning and detailed control of production, as well as the analysis and control of costs of manufacturing.

**IT 124—Time and Motion Study (3-0-3).* Prerequisites: IT 121 or approval of the instructor.

The study of working procedures to determine the best method, the best human motions and the time standard or measure of human efficiency.

**IT 125—Mechanical Methods (0-4-2).* Prerequisites: Engineering 103, Mathematics 102 or GT 115, IT 124 and Physics 204.

The course is designed to familiarize the student with machine mechanisms and jig and fixture design, including actual designing of simple machines, jigs and fixtures.

**IT 126—Advanced Time and Motion Study (3-0-3).* Prerequisite: IT 124 or approval of the instructor.

A continuation of IT 124 designed for students specializing in this field.

**IT 127—Data Presentation (3-0-3).* Prerequisite: IT 124 or approval of the instructor. (CT 120 may be substituted with consent of instructor.)

Problems in graphical and numerical analysis of data. Problems in presenting data in the most efficient and least costly form in terms of time required for use. Simple graphs and charts, alignment charts, families of curves and multi-variable charts.

**IT 128—Personnel Motivation (3-0-3).* Prerequisite: Psychology 204T.

The course gives primary consideration to human factors in the design, approval and installation of personnel practices, procedures and systems. The case study method is used.

Mechanical Technology

**MT 120—Tools and Methods (5-0-5).* Prerequisite: Physics 204.

An introduction to the field of metal work and industrial manufacturing. Possibilities and limitations of various machine tools are developed. The characteristics of different materials are covered as well as their adaptability to the various processes. Each process is covered from a technical viewpoint. Correct terms are introduced so that the student will be able to use the language of the engineer or technician.

**MT 122—Machine Shop (3-4-5).* Prerequisites: Mathematics 102 or GT 115.

Fundamental machine operations of drilling, reaming, turning between centers, chuck work, thread cutting, shaper work, layout and

*Classes to be conducted at the plant of the Union Bag-Camp Paper Corporation.

finishing. Special attention will be given to cutting speeds, tool and drill grinding and machine upkeep.

**MT* 123—*Welding, Metallurgy and Heat Treating* (4-4-6). Prerequisites: Physics 204, Chemistry 102 and Civ. T. 143.

Fundamentals of metallurgy and heat treating, including a survey of arc and acetylene welding. Emphasis is placed on material properties and the effect which alloying elements and/or heat treatment has on them.

***MT* 126—*General Sheet Metal* (1-2-3). Prerequisite: *MT* 122.

Shop problems, including layouts and methods of fabrication of sheet metal.

**MT* 127—*Industrial Electricity* (3-2-4). Prerequisite: Physics 205.

Basic elements of electrical circuits and machines. This will include series and parallel circuits, magnetism, D. C. motors and generators, A. C. motors, manual and magnetic controllers.

**MT* 128—*Fluid Mechanics* (5-0-5). Prerequisites: Civ. T 143, Chemistry 102 and Physics 204.

Basic principles of fluid mechanics and application to fluid flow and instrumentation.

*Classes to be conducted at the plant of the Union Bag-Camp Paper Corporation.

**This course will be conducted at the Great Dane Trailer plant, through the cooperation of Great Dane Trailers, Inc.

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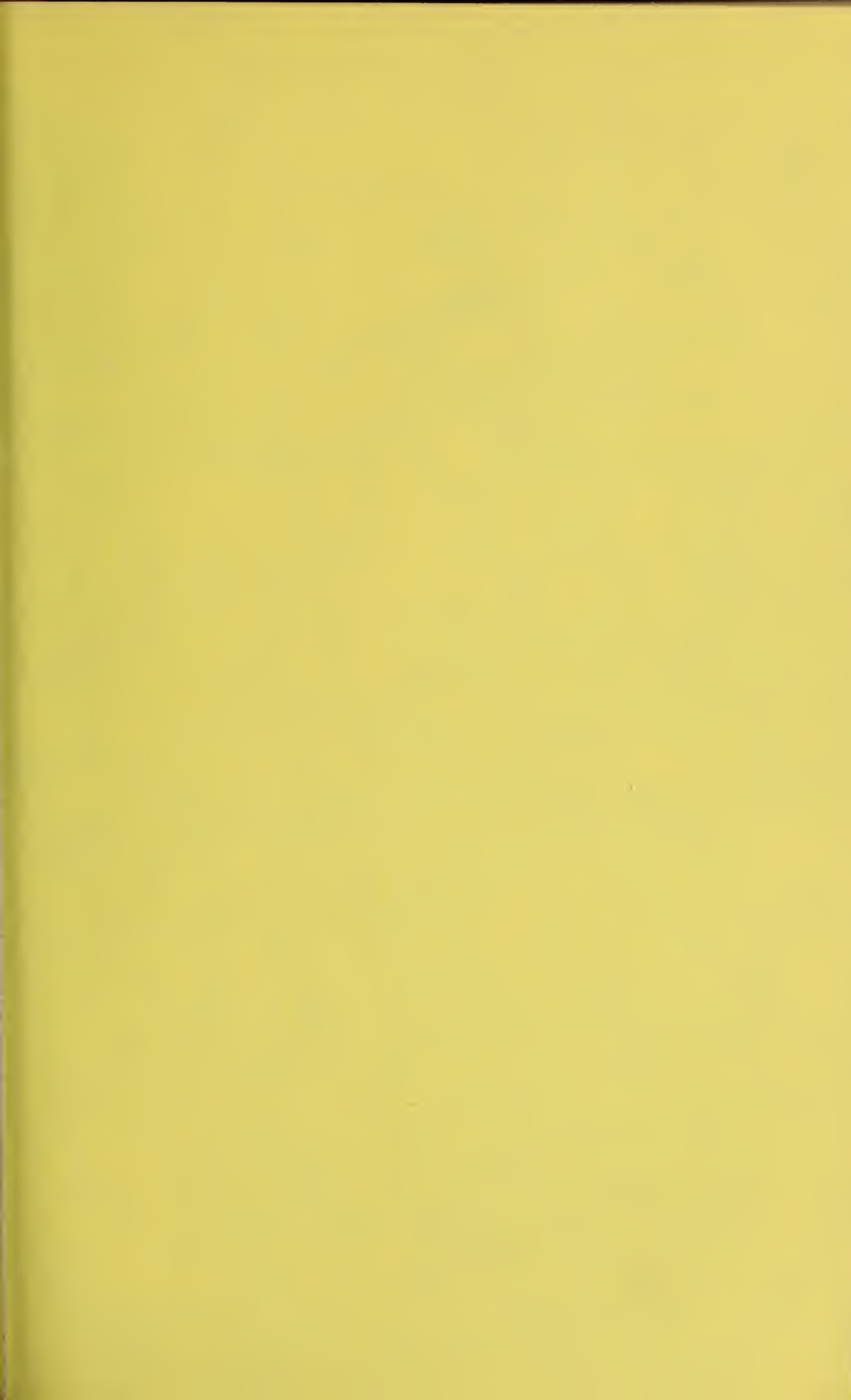
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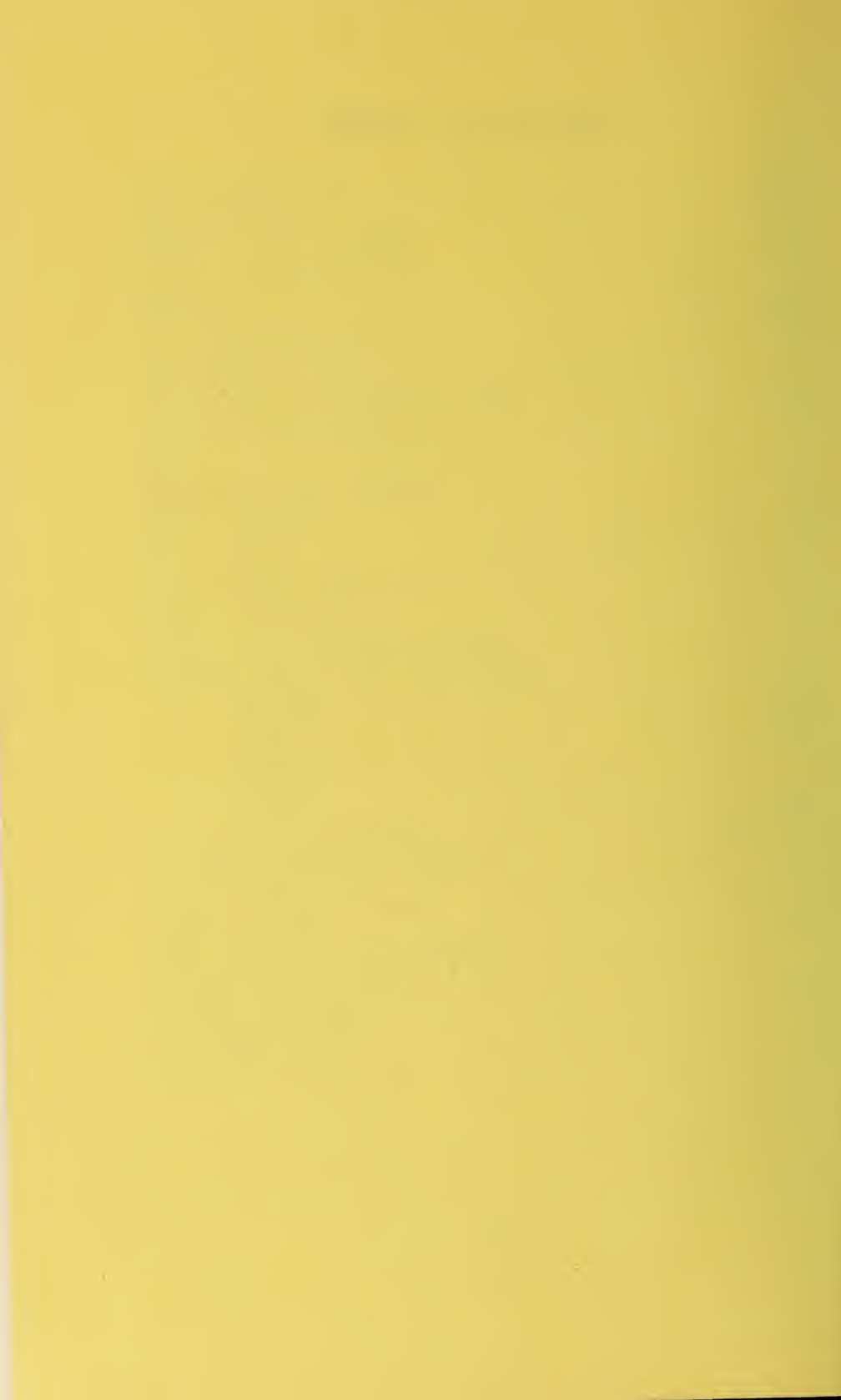
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1961-1962

SUMMER

FALL

WINTER

SPRING

BULLETIN OF
Armstrong College
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Savannah, Georgia

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18551

Membership in

American Association of Junior Colleges
Southern Association of Colleges and Secondary Schools
Association of Georgia Colleges
Georgia Association of Junior Colleges

VOLUME XXVI

NUMBER 1

ARMSTRONG COLLEGE
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1961

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25	26	27	28	29	30	31

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

CALENDAR FOR 1961 - 1962

SUMMER SESSION, 1961

May 24:	Last day to file all papers of Application for Admission
June 15:	Registration
June 16:	Classes begin
June 19:	Last day to register for credit
June 20:	Last day to change classes
July 14:	Mid-term reports due
August 14-15:	Examinations

FALL QUARTER, 1961

August 21:	Last day to file all papers of Application for Admission
September 13:	Freshman orientation—9:00 a.m., Jenkins Hall Auditorium Freshman advisement—3:00 p.m. Sophomore advisement—9:00 a.m. - 1:00 p.m.
September 14-15:	Registration
September 18:	Classes begin
September 20:	Convocation Assembly—11:30 a.m., Jenkins Hall Auditorium Last day to register for credit
September 22:	Last day to change classes
October 27:	Mid-term reports due
November 8:	Installation of student officers—11:30 a.m., Jenkins Hall Auditorium
November 23-26:	Thanksgiving holidays
December 1:	Ga. and U.S. history and government test
December 6-8:	Examinations
December 26:	Homecoming Dance

WINTER QUARTER, 1962

December 11, 1961:	Last day to file all papers of Application for Admission
January 2:	Registration
January 3:	Classes begin
January 5:	Last day to register for credit
January 9:	Last day to change classes
February 9:	Mid-term reports due
March 9:	Ga. and U.S. history and government test
March 14-16:	Examinations

SPRING QUARTER, 1962

March 1:	Last day to file all papers of Application for Admission
March 22:	Registration
March 23:	Classes begin
March 27:	Last day to register for credit
March 29:	Last day to change classes
April 20:	Holiday
May 4:	Mid-term reports due
May 11:	Ga. and U.S. history and government test
May 23:	Honors Day Assembly
June 4-6:	Examinations
June 11:	Graduation

SUMMER SESSION, 1962

May 24:	Last day to file all papers of Application for Admission
June 14:	Registration
June 15:	Classes begin
June 18:	Last day to register for credit
June 19:	Last day to change classes
July 6:	Mid-term reports due
August 14-15:	Examinations

Regents, University System of Georgia

244 Washington Street, S.W.— Fourth Floor

ATLANTA

<i>District</i>	<i>Regent</i>	<i>Address</i>
State at Large—James A. Dunlap	February 19, 1960—January 1, 1967	Gainesville
State at Large—Allen Woodall, President, Radio Station WDAK	February 13, 1957—January 1, 1964	Columbus
State at Large—Roy V. Harris	February 19, 1960—January 1, 1967	Augusta
State at Large—James C. Owen, Jr.	January 11, 1961—January 1, 1963	Griffin
State at Large—Carey Williams	January 1, 1955—January 1, 1962	Greensboro
First—Everett Williams	January 13, 1955—January 1, 1962	Statesboro
Second—John I. Spooner	January 1, 1961—January 1, 1968	Donalsonville
Third—Howard H. Callaway	January 1, 1958—January 1, 1965	Pine Mountain
Fourth—Robert O. Arnold	January 1, 1956—January 1, 1963	Covington
Fifth—Jesse Draper	January 1, 1961—January 1, 1968	Atlanta
Sixth—Linton D. Baggs, Jr.	July 8, 1957—January 1, 1964	Macon
Seventh—Ernest L. Wright	February 6, 1959—January 1, 1966	Rome
Eighth—James D. Gould	February 13, 1957—January 1, 1964	Brunswick
Ninth—Morris M. Bryan, Jr.	February 3, 1959—January 1, 1966	Jefferson
Tenth—W. Roscoe Coleman	January 1, 1958—January 1, 1965	Augusta

Officers of the Board of Regents

<i>Chairman</i>	Robert O. Arnold
<i>Vice-Chairman</i>	Everett Williams
<i>Chancellor</i>	Harmon W. Caldwell
<i>Adm. Asst. to Chancellor</i>	Arthur M. Gignilliat
<i>Assistant to the Chancellor</i>	John E. Sims*
<i>Dir., Plant & Bus. Operations</i>	J. H. Dewberry
<i>Executive Secretary</i>	L. R. Siebert
<i>Treasurer</i>	James A. Blissit
<i>Dir. of Testing & Guidance</i>	John R. Hills
<i>Associate Director</i>	Harry S. Downs

*On leave.

THE ARMSTRONG COLLEGE COMMISSION

The Commission controls certain endowment funds and scholarship funds which have been contributed by local citizens over a period of years. It serves also in an advisory capacity to the college.

DR. IRVING VICTOR	<i>Chairman</i>
JOSEPH H. HARRISON	<i>Vice-Chairman</i>

FRANK BARRAGAN, JR.	DR. H. Y. CHARBONNIER
EDWARD J. BARTLETT.	GRADY L. DICKEY
<i>Ex-Officio</i>	ARTHUR I. JEFFORDS
MALCOLM BELL, JR.,	WILLIAM F. LYNES.
<i>Ex-Officio</i>	<i>Ex-Officio</i>

MALCOLM R. MACLEAN.
Ex-Officio

D. LEON McCORMAC
Ex-Officio

OFFICE OF THE PRESIDENT

FOREMAN M. HAWES, A.B., Mercer University; M.S., Emory University
President

MARJORIE A. MOSLEY, A.A., Armstrong College *Administrative*
Assistant and Secretary to the President

OFFICE OF THE ACADEMIC DEAN

JOSEPH I. KILLORIN, A.B., St. John's College; M.A., Columbia
University *Academic Dean*

ELIZABETH HOWARD, A.A., Armstrong College *Secretary*

MARY H. STRONG, A.B., University of West Virginia *Director of the*
Evening Program

HELEN MEIGHEN *Secretary*

OFFICE OF THE DEAN OF STUDENTS

JAMES HARRY PERSSE, B.F.A., University of Georgia; Master of Music,
Florida State University *Dean of Students*

OFFICE OF THE REGISTRAR

JACK H. PADGETT, A.B., Wofford College; M.A., University of North
Carolina *Registrar*
ELIZABETH O. HITT *Assistant to the Registrar*
MINNIE MCG. CAMPBELL *Veterans' Affairs Officer*
BERTIS JONES *Secretary to the Registrar*

NELLIE HANKINS SCHMIDT, B.A., Mary Baldwin College *Admissions
Officer and Assistant Registrar*
SARA FLOYD TUTEN *Assistant to the Admissions Officer*

OFFICE OF THE COMPTROLLER

JULE C. ROSSITER, A.A., Armstrong College *Comptroller*
NORMA JEAN CALLOWAY *Secretary*
CORINNE H. MCGEE *Bookkeeper*

MARY ELIZABETH POUND *Manager, Student Center and Book Store*

J. ALLEN SEAY *Superintendent of Buildings and Grounds*
JOE MCNEELY, JR. *Assistant*

ANGELA MCBRIDE *P.B.X. Operator*
SARA FLOYD TUTEN *P.B.X. Operator*

THE FACULTY

JOSEPHINE AMARI, A.B., G.S.W.C.; M.A., Columbia University; Diploma, Sorbonne, Paris, France

English

M. LORRAINE ANCHORS, A.B., M.A., Baylor University; Graduate Study, Cambridge University, Columbia University

English

*MARIAN B. ANDERSON, A.B., Texas State College for Women; M.A., Columbia University

English

*WESLEY W. APPLE, B.S., Carnegie Institute of Technology

Mathematics

W. ORSON BEECHER, A.B., M.A., Emory University; M.A., University of Georgia; Graduate Study, Emory University

Chairman, History and Political Science Department

History

*J. FRED BEVERLY, A.B., M.A., Mercer University

English

*DUNCAN C. BLAKE, B.S., M.A., Louisiana State University

Engineering Drawing

*STEPHEN P. BOND, B.S. in Architecture, Georgia Institute of Technology

Engineering Drawing

*S. LEE BREWIN, B.B.A., University of Georgia

Accounting

*SAMUEL A. CANN, A.B., University of Georgia; LL.B., University of Georgia Law School

Business Administration

*GLENN T. CARTHON, JR., B.B.A., Emory University

Business Administration

WILLIAM E. COYLE, A.B., Emory University; M.A., Georgetown University

History and Political Science

*Part time instructor.

LESLIE B. DAVENPORT, B.S., College of Charleston; M.S., Virginia Polytechnic Institute; Ph.D., the University of Georgia

Chairman, Biology Department
Biology

LAMAR W. DAVIS, B.S., M.S., University of South Carolina; Certified Public Accountant

Chairman, Business Administration and Commerce Department
Business Administration

W. KATHERINE DEAN, B.S., University of Tennessee

Physical Education

*CHARLES B. M. DESISLETS, B.S.E.E., Georgia Institute of Technology
Mathematics

JOHN L. M. DESISLETS, COL. (Ret.), B.S., United States Military Academy

Chairman, Physics Department
Physics

*ORLANDO A. DIAZ, B.S., M.A., Phillips University
Spanish

*HARTLEY BARRETT ECKERSON, B.S., M.S., University of Tennessee
Mathematics

*WILLIAM L. FINCH, SR., B.B.A., M.B.A., B.Ed., M.A., Jackson College
Business Administration

*PHILIP T. FOLTZ, B.S., Michigan College of Mining and Technology
Mathematics

JACK B. FOWLER, A.B., University of Georgia; M.A., George Peabody College for Teachers

English

*MICHAEL J. GANNAM, B.A., University of Georgia; M.A., University of North Carolina; LL.B., University of Georgia

Political Science

ALBERT GORDON, A.B., M.A., University of North Carolina

English; Director of the Masquers

*GEORGE B. HALTIWANGER, B.S., University of South Carolina

Civil Technology

*LAWRENCE W. HILL, B.S., Alabama Polytechnic Institute

Business Administration

*Part time instructor.

*PHILIP HOFFMAN, B.B.A., M.B.A., University of Georgia

Business Administration

S. HANNAH HOLLEMAN, B.S., M.S., Clemson College

Botany and Biology

DANIEL J. HOOK, A.B., Newberry College; M.A., Columbia University;
Graduate Study, University of South Carolina and the University
of Kansas

Mathematics

*VIRGINIA L. HUDSON, B.S., Georgia State College for Women; M.A.,
Duke University; Graduate Work, Mercer University

History

*CARLOS LAMAS Y BLANCH, B.S., Institute de la Vibora, Havana, Cuba;
LL.B., Havana University Law School; English Diploma, American
International College; Graduate Work, Boston Law School
and School of Social Sciences, University of Havana

History

*JOSEPH B. KREINEN, B.S., University of Pittsburgh; M.A., Duquesne
University; Special Studies, University of Odessa, Russia

German and Russian

MARGARET SPENCER LUBS, B.Mus., Converse College; B.A., University
of Georgia; M.A., Columbia University

Chairman, Humanities Department

English and French

MURIEL BOYLES McCALL, A.B., Florida State College for Women;
M.A., University of Georgia

*JOHN C. MCCARTHY, JR., B.B.A., University of Miami; M.B.A., University
of Georgia

Business Administration

*ELMO M. MCCRAY, JR., B.S., M.A., University of Alabama

Biology

*JAMES C. MCKEE, B.A., Master of Forestry, Duke University

Botany

*FRANCIS L. MANNION, JR., B.I.E., University of Florida

Mathematics

*Part time instructor.

- *ROBERT G. MARBUT, B.S., Georgia Institute of Technology; Graduate Work, School of Business Administration, Louisiana State University

Business Administration

- *THOMAS DELANO MAURICE, A.B., LL.B., Mercer University

Business Law

- *EUGENE MAXWELL, A.B., Tulane University

Building Construction Technology

- *J. FLEETWOOD MOORE, Savannah Traffic Bureau

Traffic and Transportation

- *JOSEPH C. MULLER, B.B.A., University of Georgia

Business Administration

- *HINKLEY A. MURPHY, A.B., Vanderbilt University; M.A., Columbia University; Graduate Work, Florida State University

Psychology and Sociology

- *EDWARD E. MURRAY, JR., A.B., Maryland University

History

- *ARTHUR P. NARINS, B.S., Brooklyn Polytech; M.S., Notre Dame University

Chemistry

- HOMER K. NICHOLSON, JR., B.A., University of Georgia; M.A., Vanderbilt University; Ph.D., Vanderbilt University

English

- *PENNINGTON M. NIXON, II, B.A., Duke University

Traffic and Transportation

- JAMES HARRY PERSSE, B.F.A., University of Georgia; Master of Music, Florida State University

Dean of Students; Music

- NORMAN RAY REMLEY, B.S., University of Georgia; Graduate Study, University of Georgia

Psychology

- *FRANK M. RICH, JR., A.B., LL.B., University of Georgia

Political Science

- *WILLIAM W. ROBERTS, B.S., Georgia Institute of Technology

Mathematics

*Part time instructor.

ROBERT B. H. ROCKWELL, COL. (Ret.), B.S., Georgia Institute of Technology

Physics

*CHARLES S. SANFORD, JR., B.A., University of Georgia; M.A., University of Pennsylvania

Business Administration

*LEE B. SAYRE, A.B., University of the South; M.A., Duke University

English

*LOUIS W. SCHMIDT, B.S., University of Virginia; Graduate Work, University of Virginia

English for International Students

*NORMAN L. SHLAGER, B.S., Boston University; Graduate Work, Boston University, Franklin and Marshall College

Business Administration

WARREN SHUCK, A.B., University of Buffalo; Graduate Work, Kent State University, Florida State University

ROY JESSE SIMS, B.S., David Lipscomb College; M.S., University of Tennessee

Chairman, Physical Education Department
Physical Education; Basketball Coach

*WILLIAM LEON SMITH, B.I.E., University of Florida

Mathematics

*PAUL G. STONE, A.B., Harvard University

Art

ROBERT T. STUBBS, B.S., M.S., Georgia Institute of Technology

Chairman, Mathematics Department
Mathematics

*MARY E. SUTTON, B.A., University of Georgia

Business Administration

LAWRENCE M. TAPP, B.S., M.S., University of Tennessee

Physical Education

*Part time instructor.

DOROTHY M. THOMPSON, A.B., Monmouth College; M.A., Northwestern University; Certificate in Psychiatric Social Work, Western Reserve University

*Chairman, Psychology and Sociology Department
Psychology and Sociology*

WILLIAM LIVINGSTON TRAVIS, COL. (Ret.), B.S., United States Military Academy; LL.B., George Washington University School of Law

Chairman, Technical Institute

*RICHARD M. WALL, B.S., Texas A. & M. College; M.B.A., Harvard College

Business Administration

*CALVIN A. WALTERS, JR., A.B., Emory University

Mathematics

JAMES F. WHITNEL, A.B., Vanderbilt University; M.A., University of North Carolina

English

MILDRED ALEEN WILLIAMS, B.S., Western Carolina College; Graduate Study, Clemson College

Chemistry

JEAN WINGATE, B.S., University of Georgia

Shorthand, Comptometer, and Typing

WILLIAM SWOLL WINN, B.D., A.B., Emory University; M.A., University of North Carolina

Mathematics

*ARTHUR L. ZIMMET, B.S., M.E., Massachusetts Institute of Technology

Mathematics

TECHNICAL INSTITUTE PROGRAM INSTRUCTORS FOR COURSES OFFERED AT UNION BAG-CAMP PAPER CORPORATION

HAROLD J. ATKINSON, Machinist, Mill Machine Shop

C. DUNCAN BLAKE, B.S., Master of Forestry, Louisiana State University

JULIAN W. DANIEL, B. of Ch. E., Georgia Institute of Technology; M.S., the Institute of Paper Chemistry; Ph. D. the Institute of Paper Chemistry

*Part time instructor.

J. EARL GILBREATH, B.S. in Industrial Engineering, Georgia Institute of Technology

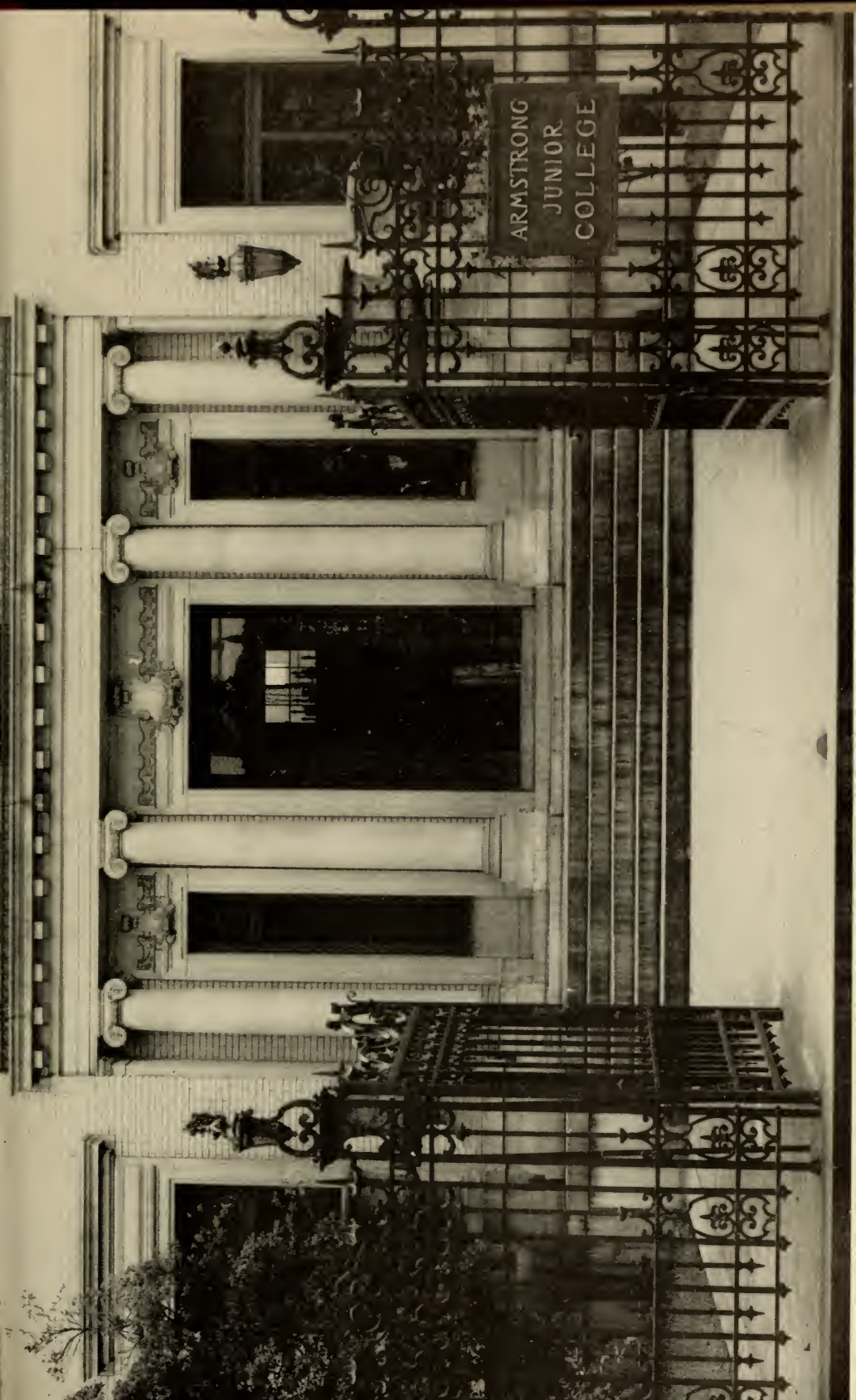
ROBERT W. GRAY, B.A., Kings College

ALLICK W. INGLIS, B.S. in Industrial Engineering, University of Florida

DAVID W. REID, B.S. in Chemical Engineering, North Carolina State College

WALLACE J. RICHARDS, B.S. in Industrial Engineering, Georgia Institute of Technology

JOHN M. YANCEY, M.A. in Psychology and Personnel Management, University of Florida



ARMSTRONG
JUNIOR
COLLEGE

GENERAL INFORMATION

History of Armstrong College of Savannah

Armstrong College of Savannah was founded on May 27, 1935, by the Mayor and Aldermen of the City of Savannah to meet a long-felt need for a junior college. The first college building was the home of the late George F. Armstrong, a gift to the city from his widow and daughter. The Armstrong Building is an imposing structure of Italian Renaissance design, with a great marble hall and spacious rooms.

Over the years the campus has been enlarged through private donation and public appropriation until now it includes four additional buildings: the Lane Building, a gift of the late Mills B. Lane; the John W. Hunt Memorial Building, Herschel V. Jenkins Hall, and Thomas Gamble Hall. Three of the buildings on Gaston Street face forty-acre Forsyth Park, the largest and most beautiful park in the city; the other two face Monterey Square, one of the planned squares for which Savannah is famous.

Hodgson Hall, facing Forsyth Park on Whitaker Street, houses the college library as well as the Library of the Georgia Historical Society, to which Armstrong students have access.

The college was under the administrative control of the Armstrong College Commission until January 1, 1959, when the institution became a unit of the University System of Georgia, under the control of the State Board of Regents.

The College Program

A college is a community of teachers and students who organize their energies for the work of the mind. At Armstrong College, the student works under able teachers to learn skills—such as the arts of language and mathematics—in order *to understand man and his world* through the humanities, the social sciences and the natural sciences.

The student—working in that program best suited to his vocational choice—will discover the usefulness of these skills and of these kinds of knowledge for *living in the world*. He will find that “professional,” “semi-professional,” and “technical” programs at the college level further aim to teach a student how to apply—reasonably and imaginatively—the skill of language or mathematics, the knowledge of the humanities, the social sciences, or the natural sciences to the needs of a particular life’s work. So a college student lives in a climate where he is induced to make connections between what he thinks and does and the best that has been thought and done.

The rewards of devotion to college work are the skills and understanding to channel a student’s energies intelligently for the most fruit-

ful life possible for him or her. Such rewards are not for the asking, but they are easily within human reach.

At Armstrong College a student may choose a program of study leading to the Associate in Arts degree with one of these aims in mind:

1. To complete the freshman and sophomore years of a four-year senior college program leading to the baccalaureate degree, with a major in liberal arts (which includes many pre-professional programs, e.g., law, ministry, social work, teaching), or another pre-professional program, e.g., engineering, medicine, dentistry, or business administration. (Many of the possible preparatory programs are listed on pages 41 to 48.)
2. To graduate from a semi-professional program, e.g., in business administration, secretarial skills, human relations, prepared to go into business, or industry. (See the terminal programs listed from pages 48 to 53.)
3. To graduate from a two-year Technical Institute program, prepared as a skilled technician to go into industry. (See pages 53 to 58.)

Armstrong Evening Classes

In addition to the full daytime schedule, Armstrong offers a schedule of classes in the evening, including most of the required courses for many programs leading towards a degree.

Students employed during the day are advised to limit their enrollment to one or two courses each quarter.

Senior College Courses

A limited number of upper division courses are offered through the Extension Division of the University of Georgia. Instructors in these courses are approved by the heads of the departments at the University of Georgia. The courses carry University of Georgia credit and the grades are recorded in the Registrar's Office at the University of Georgia.

Fees for Extension courses are \$6.00 per quarter hour. A registration fee of \$1.00 is also charged. Registration for Extension courses is handled by representatives of the Extension Division entirely separately from Armstrong registration.

Student Personnel Services

Armstrong College offers to students special kinds of help outside the classroom through a program which has attracted wide interest from other colleges.

When a student becomes aware of a difficulty related to his course work, he is urged to request help from his instructor. For advice concerning his choice of vocation, the planning of his college program, or study habits, he should see his adviser. But the Student Personnel Service offers to all students currently enrolled at Armstrong College additional individual services in the areas of (1) consultation on senior college programs from available senior college catalogues, (2) consultation on scholarships, financial assistance and loans available for further study, (3) consultation on vocational career requirements, (4) clearing center for student part-time job requests and part-time job openings, (5) individual educational and vocational aptitude tests for guidance in decisions affecting choice of educational concentrations and vocational careers and (6) individual and short-time counseling on any problems that handicap a student's performance at Armstrong College.

Library

The college library of Armstrong College is housed in Hodgson Hall on the corner of Whitaker and West Gaston Streets. All the materials are readily available to the students since all books are on open shelves. On the main floor is the reference room which contains reference books, non-fiction books, biography, and the reserve and circulation desk. Downstairs is another reading room, containing fiction, books in foreign languages, current and bound volumes of periodicals, and the career information. The workroom and the office of the Librarian are also downstairs.

At the present time the library collection consists of 17,000 volumes as well as a large number of pamphlets on subjects of current interest. More than one hundred periodicals are received, including four newspapers. Besides the books, magazines and pamphlets, the library has a collection of recordings located in the downstairs reading room for the use of the students, faculty and staff.

In addition to the resources of the college library, the students have free access to the holdings of the Georgia Historical Society, also housed in Hodgson Hall. This library contains an outstanding collection of materials on Georgia and its history as well as a large collection of materials on Southern history. The holdings of the Historical Society consist of more than ten thousand books, eighty periodical subscriptions, an extensive manuscript collection, and one of the more complete files of the Savannah newspapers, dating back to 1763.

STUDENT ACTIVITIES

In addition to the academic side of college life, Armstrong College offers a complete program of extra-curricular student activities designed to contribute to the development of the student and assist him in becoming an active and helpful member of the community. This program is administered by the college through the office of the Dean of Students.

STUDENT GOVERNMENT—The Student Senate is the governing body for student activities at Armstrong College. It is comprised of elected representatives of all campus organizations recognized by the Senate. It is the function of the Student Senate to coordinate, direct and control student activities and organizations at Armstrong.

CLUBS AND ORGANIZATIONS—College organizations include a dramatic club, a Glee Club, a Radio Workshop, five religious clubs, two political organizations, a Debate Forum, and other groups promoting interest in certain phases of the academic program or specific career fields.

THE MASQUERS offer membership to all students and faculty members interested in any phase of the theatre: acting, designing, lighting, make-up, costuming, and other production skills. *THE MASQUERS* possess a well equipped theater, and are under the direction of a professional dramatics director. They produce a number of plays for the community annually.

An affiliate of *THE MASQUERS* is the Armstrong Radio Workshop, formed to offer interested students an opportunity to develop techniques of radio broadcasting.

The Armstrong Glee Club is composed of students who enjoy singing and desire the satisfaction to be gained from group singing. Besides two yearly concerts at the college, the Glee Club has produced musicals with the Armstrong Masquers and sung for many civic groups in Savannah.

STUDENT PUBLICATIONS—There are two student publications at Armstrong College, *The Inkwell*, a newspaper, and the *'Geechee*, the college annual. These afford the students an opportunity to express themselves through creative writing, layout and art work, and to gain experience in these and other journalistic activities.

ATHLETIC ACTIVITIES—Armstrong College participates in intercollegiate sports competition in basketball, golf and tennis. Other sports at the college, such as volleyball, touch football, tennis, golf, softball, etc., are offered on an intramural basis with competition be-

tween volunteer intramural teams or between other interested campus organizations. All are encouraged to take part in this program.

STUDENT CENTER—The college does not operate a boarding department. The Student Center in the Hunt Building is open throughout the day and provide light lunches at reasonable prices. The Center also provides recreational facilities and houses the book store.

ADMISSION TO THE COLLEGE

An applicant for admission to Armstrong College should obtain from the Director of Admissions the complete set of admission forms:

1. Information sheet.
2. Application form.
3. Personal record of biographical data.
4. College Board and Residency Questionnaire.
5. Card of request for transcript.

Completion of all application forms and of all requirements contained therein is required of each applicant before his request for admission can be considered. No application forms will be considered unless received by the date prescribed in the calendar on page 3, which is in each case at least twenty (20) days prior to the first day of registration. Armstrong College reserves the right to terminate receipt of application forms when enrollment limits are reached.

The Director of Admissions will notify the applicant that he has been admitted if he meets the minimum requirements for admission listed below.

1. The applicant must be at least sixteen years of age and of established moral character. Armstrong College reserves the right to examine and investigate the moral worth, character, and personality of the applicant.

2. The College Entrance Examination Board Scholastic Aptitude Test is required of all applicants for admission including those who have had previous college work, except as noted in paragraph 1 under Transfer Students, page 23. The results of the tests must be filed with the Director of Admissions before the application can be considered.

The high school principal, counsellor, or the Director of Admissions of Armstrong College will supply the necessary information for making application to take the College Entrance Examination Board Scholastic Aptitude Test; or the applicant may write directly to the College Entrance Examination Board, P.O. Box 592, Princeton, New Jersey.

3. The applicant must meet at least one of the following requirements:

- a. Graduation from an accredited high school.
- b. Have credit in a minimum of 16 units, as specified in section 4, below, from an accredited high school. The applicant in this category must meet further qualifications determined by the Admissions Committee.

- c. Acceptable scores on the General Educational Development Tests (high school level). An overall average of 45 or above with no score less than 45 is required for application to Armstrong. An applicant twenty years of age or over, who is not a graduate of an accredited high school, may take the General Educational Development Tests (high school level). These tests comprise five (5), two (2) hour examinations and must be completed two weeks prior to registration. Additional information may be obtained from the office of the Director of Admissions.
4. A minimum of 16 units from an accredited high school is required in the fields listed below:

English	4
*Mathematics	2 or 3
(One must be in Algebra)	
Social Studies	2
Natural Sciences	2
Other academic units	4
Other	2 or 1

Armstrong College reserves the right to reject the credits from any high school or other institution notwithstanding its accredited status, where the college determines either from investigation or otherwise, that the quality of instruction available at such high school or institution is for any reason deficient or unsatisfactory.

5. Applicants who qualify under the terms of Numbers 3 and 4 above must also have a predicted grade point average (based on high school record, College Entrance Examination Board scores, and other pertinent data as determined by the Admissions Committee of Armstrong College) which indicates that the applicant can pursue effectively the educational program of Armstrong College.

6. If the application forms, College Entrance Examination Board Scholastic Aptitude Test scores, and properly transmitted records of the applicant are found to be complete and in proper order and the grades and scores indicate that the candidate is eligible for consideration, the applicant will be informed that his application for admission has been tentatively accepted.

He will then be directed by the Admissions Officer to appear at Armstrong College for personal testing and interview. Appointments will be made as soon as possible after his application for

*As most senior colleges require two (2) units of Algebra and one (1) unit of Plane Geometry for admission to degree programs in Engineering and/or Science, students planning to enter these fields are strongly urged to present these three (3) units in mathematics for admission to Armstrong College.

admission has been tentatively accepted. Testing and interview must be completed prior to the first day of Orientation Week or prior to the first day of registration, whichever is the earliest date. Applicants are urged to take advantage of the earliest date for testing and interview as final acceptance cannot be given until this process is completed.

At this time, every applicant will be evaluated in terms of his test scores and grades, scholastic aptitude, social and psychological adjustment, and the probability of his completing the requirements for a college degree.

In reviewing the application, the interviewing representative of Armstrong College shall consider all examination scores, scholastic records, personal data, and the applicant's ability to make the social and psychological adjustment to the college environment. Each applicant must give evidence of sturdiness of character, promise of growth, seriousness of purpose, and a sense of social responsibility. Armstrong College reserves the right, in every case, to reject any applicant whose general records and attitude do not prognosticate success in Armstrong College notwithstanding the completion of other requirements. Armstrong College reserves the right further to test any applicant extensively by the use of psychological, achievement, and aptitude tests.

7. The Admissions Committee shall review any application directed to it by the Director of Admissions for total study and subsequent recommendation to the Director of Admissions.

8. Acceptance or rejection of each and every application will be determined by the Director of Admissions, subject to the right of appeal as provided in the Faculty Statutes of Armstrong College and the by-laws of the Board of Regents of the University System.

9. APPLICATION FORM DEPOSIT: A validating deposit of \$15.00 must accompany each complete application form before it can be given official consideration. This deposit does not bind Armstrong College to admit the applicant nor does it indicate acceptance of the applicant's qualifications. If the applicant is admitted, the deposit will be applied towards tuition for the quarter following acceptance. The deposit will be refunded to the applicant if he is not eligible for admission. Any student who withdraws during the first quarter of his attendance shall have his admission deposit deducted before any computation is made of the refund to which he may be entitled.

TRANSFER STUDENTS

1. Students who desire to transfer to Armstrong College from another college in the University System of Georgia will not be required to present scores of the College Entrance Examination Board

Scholastic Aptitude Test. Those students who transfer from colleges outside the University System of Georgia will be required to present scores of the College Entrance Examination Board Scholastic Aptitude Test. In every other respect, transfer students must comply with admission requirements of entering freshmen.

Testing and interviews must be completed prior to the first day of Orientation Week or prior to the first day of registration, whichever is the earlier date. Applicants are urged to take advantage of the earliest date for testing and interview as final acceptance cannot be given until this process is completed.

2. Transfer students should refer to the foregoing information relative to the admission procedures, requirements, and dates of filing the completed application with the Office of the Director of Admissions.

3. Transfer applicants must comply with the policy of the Board of Regents in furnishing the certificate found in the official application for admission form.

4. The applicant must request that official transcripts showing evidence of studies pursued at all other colleges or universities be sent to the Director of Admissions. These transcripts must furnish a statement of honorable dismissal. Completion of ALL application forms is required of each applicant for admission by transfer from other institutions before his request for admission can be considered. It should be understood that only those applicants will be admitted whose past records indicate a favorable prospect of successful study with the faculty and with other students in college. Every transfer student seeking admission will be evaluated for aptitude, achievement, motivation, social and psychological adjustment, scholastic performance and probability of completing the requirements for a degree.

5. Armstrong College reserves the right to deny admission to any student transferring to Armstrong College when, in the opinion of the Director of Admissions, the academic standards or the admission procedures of the institution(s) previously attended are not equivalent or comparable to those existing at Armstrong College.

6. When a transfer applicant's qualifications are in question, the Director of Admissions, at his discretion, will refer the application in totality to the Admissions Committee for its review and recommendation. However, the final determination of the applicant's eligibility for admission to the College will be made by the Director of Admissions.

7. Acceptance or rejection of each and every application will be determined by the Director of Admissions, subject to the right of appeal as provided in the by-laws of the Board of Regents of the University System.

8. **APPLICATION FORM DEPOSIT:** A validating deposit of \$15.00 must accompany each completed application form before it can be given official consideration. This deposit does not bind Armstrong College to admit the applicant nor does it indicate acceptance of the applicant's qualifications. If the applicant is admitted, the deposit will be applied towards tuition for the quarter following acceptance. The deposit will be refunded to the applicant if he is not eligible for admission.

9. The amount of academic credit that Armstrong College will allow for work done in another institution within a given period of time may not exceed the normal amount of credit that could have been earned at Armstrong College during that time. A maximum of sixty (60) academic quarter hours from an accredited college may be applied in the program for which the applicant desires to enroll.

10. Courses transferred for credit from other colleges or universities must have an over-all average of "C" grade. Under no circumstances will credit be allowed for courses in freshman English unless the grades received are "C" or better. College credit will not be allowed for such courses as remedial English and remedial mathematics or courses basically of secondary school level.

11. It is the policy of the Board of Regents that the total number of hours that may be earned toward an associate degree by extension courses shall not exceed 22½ quarter hours.

Admission of Veterans

Armstrong College of Savannah will accept veterans who are not high school graduates if their official General Educational Development tests show scores that indicate the applicant's ability to do college work. A Certificate of Eligibility and Entitlement (VA Form VB 7-1993) is required of every veteran who attends this institution under Public Law 550 (Korean Bill), application for which may be completed at the Veterans Administration office at 300 Drayton Street, Savannah, Georgia, or at the State Department of Veterans Service, 10 East Bay Street, Savannah, Georgia. Immediately upon receipt of Certificate of Eligibility and Entitlement from the Veterans Administration the student should contact the Armstrong College Veterans Office regarding processing of certificate and future monthly reports. All veterans attending Armstrong College under Public Law 550 should be prepared to pay tuition and fees at time of registration.

Physical Examinations

Each day student must submit a completed physical examination report on the forms furnished by the college before he can complete

his registration. On the basis of the examination, the physical education director will adapt a program of training and recreation to individual requirements. This regulation is not applicable to students enrolled in the Evening Program.

**The following is a resolution adopted by the Board
of Regents at its meeting held in Atlanta,
Georgia on March 12, 1958**

“RESOLVED, That the requirements for admission to the various institutions of the University System of Georgia be amended so that the following additional requirements must be met:

1. Any resident of Georgia applying for admission to an institution of the University System of Georgia shall be required to submit certificates from two citizens of Georgia, alumni of the institution that he desires to attend, on prescribed forms, which shall certify that each of such alumni is personally acquainted with the applicant and the extent of such acquaintance, that the applicant is of good moral character, bears a good reputation in the community in which he resides, and, in the opinion of such alumnus, is a fit and suitable person for admission to the institution and able to pursue successfully the courses of study offered by the institution he desires to attend.

Provided, however, that any applicant who seeks admission to an institution with an enrollment less than 1000 students and who lives in a county in which no alumnus of the institution he wishes to attend resides, may furnish a certificate from the Judge of the Superior Court of his circuit in lieu of the certificate from alumni. In such a case the certificate of the Judge of the Superior Court shall set forth the same facts that the alumni certificate must contain in other cases.

Each such applicant shall also submit a certificate from the Ordinary or Clerk of the Superior Court of the county in which the applicant resides that such applicant is a *bona fide* resident of such county, is of good moral character and bears a good reputation in the community in which he resides. However, any applicant who lives in a county having a population of 100,000 or more, may submit in lieu of the certificate from the Ordinary or Clerk of the Superior Court a certificate, on a prescribed form, from a third alumnus of the institution that applicant desires to attend. This third alumnus shall be one of those on a list of alumni designated by the president of the alumni association of the institution to assist the institution in its efforts to select students of character, aptitude,

and ability and to obtain corroborating evidence regarding the place of residence of such students. The certificate of the third alumnus in counties with a population of 100,000 or more shall set forth the facts required in the certificate from the Ordinary or Clerk of the Superior Court.

2. Any non-resident of the State applying for admission to an institution of the University System of Georgia shall submit a similar certificate from two alumni of the institution that he desires to attend, or from two reputable citizens of the community in which the applicant resides. Every such applicant shall also submit a certificate from a judge of a court of record of the county, parish, or other political sub-division of the State in which he resides that he is a *bona fide* resident of such county, parish, or other political sub-division and a person of good moral character and bears a good reputation in the community in which he resides.
3. There is reserved to every institution of the University System of Georgia the right to require any applicant for admission to take appropriate intelligence and aptitude tests in order that the institution may have information bearing on the applicant's ability to pursue successfully courses of study for which the applicant wishes to enroll and the right to reject any applicant who fails to satisfactorily meet such tests.
4. There is reserved to every institution of the University System of Georgia the right to determine the sufficiency of any certificate required by this resolution; the right to determine whether any applicant has met the requirements for admission as set forth by this resolution, or otherwise, and is a fit and suitable person for admission to such institution. There is also reserved the right to reject the application of any person who has not been a *bona fide* resident of Georgia for more than twelve months.
5. If it shall appear to the president or other proper authority of any institution of the University System of Georgia that the educational needs of any applicant for admission to that institution can best be met at some other institution of the University System, he may refer the application to the Board of Regents for consideration, for reference or assignment to such other institution.
6. This resolution shall become effective immediately and catalogs of all institutions of the University System shall carry these requirements. Catalogs already printed shall carry inserts or addenda showing these requirements. The foregoing requirements shall apply to all applicants who have applied for admission to any institution of the University System of Georgia,

but have not been actually enrolled and admitted, and to all applicants who hereafter make application for admission to any such institution.

7. All alumni, ordinaries and clerks of the superior courts, called upon or requested to execute certificates on behalf of applicants for admission to any institution under any paragraph as hereinbefore provided, shall, with respect to certifications as to good moral character, reputation, fitness and suitability for admission to the institution, and ability to pursue successfully the courses of study therein, be guided and controlled by the following standards:
 - (a) Age of applicant.
 - (b) Past educational record, academic achievements, and overall scholastic ability of the applicant.
 - (c) Temperament, demeanor and attitude of the applicant.
 - (d) Any past criminal record of the applicant or other disciplinary problems.
 - (e) Sobriety.
 - (f) Martial status, and all other similar obligations.
 - (g) Financial ability of the applicant to successfully defray all school and living expenses.
 - (h) Physical and mental fitness—any nervous or other physical defects or disorders.
 - (i) Any military service record of the applicant.
 - (j) The general reputation of the applicant in the community in which he or she resides, as the same may be known to such alumnus, ordinary, or clerk, or as may be made known by recommendations or testimonials from persons known to such alumnus, ordinary or clerk to be reliable.”

This 28th day of October, 1958.

s/s L. R. Siebert, Executive Secretary
Regents of the University System
of Georgia.

The Board of Regent at its meeting on April 22, 1959, approved the following regulations regarding classification of students as residents and non-residents of the State for fee purposes:

“RESOLVED, That the Board of Regents of the University System of Georgia shall and it does hereby declare that in order to register as a legal resident of Georgia at an institution of the Uni-

versity System, a student must establish the following facts to the satisfaction of the registering officer:

1. A student who is under 21 years of age at the time he seeks to register or re-register at the beginning of any quarter will be accepted as a resident student only upon a showing by him that his supporting parent or guardian has been a bona fide resident of Georgia for a period of at least twelve months immediately preceding the date of registration or re-registration.
2. In the event that a legal resident of Georgia is appointed as the guardian of a non-resident minor, such minor will not be permitted to register as a resident student until the expiration of one year from the date of the appointment, and then only upon proper showing that such appointment was not made to avoid the non-resident fee.
3. If a student is over 21 years of age, he must show that *bona fide* residence in Georgia was established at least one year prior to the registration date. Any period of time during which a person is enrolled as a student in an educational institution in Georgia may not be counted as a part of the year's residence herein required when it appears that the student came into the State and remained in the State for the primary purpose of attending a school or college."

FEES

Application Deposit

The Application Deposit of \$15.00 is made by all students at the time of initial application for admission to Armstrong College. This fee is applied as a credit against registration fees, if registration is completed the quarter following acceptance; otherwise, not refundable. The acceptance of the Application Deposit does not constitute acceptance of student. If applicant wishes to withdraw application for admission, complete refund will be made provided written request is received twenty days prior to official registration date of the quarter following acceptance. The Application Deposit will be refunded to the applicant if he is not eligible for admission. Any student who withdraws during the first quarter of his attendance shall have his admission deposit deducted before any computation is made of the refund to which he may be entitled.

Matriculation Fee

The Matriculation Fee for students registering for the normal course load of fifteen hours is \$45.00. Special students (those carrying less than 12 credit hours in a quarter) will pay at the rate of \$3.75 per quarter hour in Matriculation Fee.

Out of State Tuition

Non-residents of Georgia must pay a fee of \$60.00 per quarter in addition to all regular fees. Special students (those carrying less than 12 credit hours in a quarter) who are not legal residents of the State of Georgia will pay at the rate of \$5.00 per quarter hour Out-of-State Fee in addition to all regular fees.

Student Activity Fee

There will be a student Activity Fee of \$10.00 per quarter. This fee is not refundable. Student Activity Fee will be charged to any Day Student who has registered for ten or more quarter hours. No charge will be made to Evening Program Students.

Late Registration Fee

In the Summer Session a late registration fee of \$4.00 will be charged to students registering on the first day of class and a fee of \$5.00 will be charged for registrations completed on the last day to register for credit.

In the Fall, Winter and Spring Quarters a late registration fee of \$3.00 will be charged to students registering on the date listed in the catalog as the date on which classes begin. A fee of \$4.00 will be charged for registrations completed on the day following the date on which classes begin. A fee of \$5.00 will be charged for registrations completed on the date listed in the catalog as the "last day to register for credit."

Change of Schedule Fee

A fee of \$2.00 is charged for the changing of a student's schedule after the registration cards have been processed. No charge is made if the change is initiated by the College. This fee is not refundable.

Graduation Fee

A Graduation Fee of \$7.50 will be collected from each candidate for graduation.

Transcript Fee

Each student is entitled to one official transcript of his college work. The charge for additional copies is \$1.00 each.

Music Fees

Students enrolled in Applied Music Courses will be required to pay a special fee. The fees are indicated in the description of courses found under "Course Descriptions" elsewhere in this bulletin.

Make-up Test Fee

For cause, a student may arrange with an instructor to make up an announced quiz or final examination. The arrangements to make up the announced test must be made within one week after the student returns to college.

A fee of \$2.00 is charged for the making up of any announced quiz and a fee of \$5.00 for a make-up final examination and laboratory examinations, except as shown below. The total charges to any one student for a final make-up examination in a given subject shall not exceed \$5.00. All fees will be paid to the Business Office.

The conditions under which fees for make-up quizzes and final examinations will not be charged are as follows: The student was absent (1) on official college business; (2) due to illness; (3) because of death in the family; or (4) in observing religious holidays.

The student's reasons for claiming exemption from paying the fee must be presented in writing to the instructor.

Summary of Fees

Matriculation, per quarter	\$ 45.00
Student Activity, per quarter	10.00
TOTAL FOR GEORGIA RESIDENTS	\$ 55.00
Out-of-State Tuition, per quarter	60.00
TOTAL FOR NON-RESIDENTS	\$115.00
Matriculation, Special Students, per quarter hour	3.75
Non-Resident Tuition, Special Students, per quarter hour (in addition to Matriculation Fee)	5.00
Application Deposit (paid only once, applied against fees)	15.00

Privilege Fees

Late Registration—Maximum	\$ 5.00
Special Examinations	2.00
Final Examinations	5.00
Graduation	7.50
Transcript, first one free, each additional	1.00
Change of Schedule	2.00

Refunds

Refunds of fees will be made only upon written application for withdrawal from school. No refunds will be made to students dropping a course. Students who formally withdraw during one week following the scheduled registration date are entitled to a refund of 80% of the fees paid for that quarter. Students who formally withdraw during the period between one and two weeks after the scheduled registration date are entitled to a refund of 60% of the fees paid for that quarter. Students who formally withdraw between two and three weeks after the scheduled registration date are entitled to a refund of 40% of the fees paid for that quarter. Students who formally withdraw during the period between three and four weeks after the scheduled registration date are entitled to a refund of 20% of the fees paid for that quarter. Students who withdraw after a period of four weeks has elapsed from the scheduled registration date will be entitled to no refund of any part of the fees paid for that quarter.

Students who formally withdraw from the Summer Session are entitled to refunds as follows:

Withdrawal on 1st, 2nd or 3rd day of first week	80% refund of fees paid
Withdrawal on 4th or 5th day of first week	60% refund of fees paid
Withdrawal on 1st, 2nd or 3rd day of second week	40% refund of fees paid
Withdrawal on 4th or 5th day of second week	20% refund of fees paid

Fees and Charges are Subject to Change at the End of any Quarter

Any student delinquent in the payment of any fee due the college will have grade reports and transcripts of records held up, and will not be allowed to re-register at the college for a new quarter until the delinquency has been removed.

Scholarships

The scholarships which are available to students are listed below. Application forms may be secured in the President's office in the Armstrong Building. Those who wish to apply for a scholarship for the school year beginning in September should file an application in the President's office not later than July 15. All applicants are required to appear before an oral interview board during the month of August. Each applicant is notified in writing when to appear for his interview.

AMERICAN SOCIETY OF WOMEN ACCOUNTANTS—1 is offered each year. Value: \$100.00. (Women only are eligible.) This scholarship is awarded to a woman student from one of the local high schools who is planning to major in accounting.

ARTHUR LUCAS MEMORIAL SCHOLARSHIPS—6 are offered each year. Value: \$100.00 each. (Both men and women are eligible.)

JUNIOR CHAMBER OF COMMERCE—3 are offered each year. Value: \$175.00 each. (Both men and women are eligible.) One scholarship is awarded to a sophomore and one to a freshman.

EDWARD McGUIRE GORDON MEMORIAL SCHOLARSHIP—1 is offered each year. Value: \$200.00. (Men only are eligible.) Applicants must be residents of Chatham County.

SAVANNAH GAS COMPANY—2 are offered each year. Value: \$129.00 each. (Both men and women are eligible.) These scholarships are awarded to students in the day school only.

PANHELLENIC ASSOCIATION OF SAVANNAH—1 is offered each year to a woman student. Value: \$100.00.

HARRY G. STRACHAN, III MEMORIAL SCHOLARSHIP—1 is offered for the school year 1960-61. Value: \$100.00. (Both men and women are eligible.)

Student Assistants

The college employs a number of student assistants each year. These students work in the library, science laboratories, business offices and with the faculty. Those who desire such employment should apply to the staff member who is in charge of the work in which he is interested or to the President of the college.

REGULATIONS

Faculty Advisers

The Academic Dean's Office assigns a faculty adviser for every student enrolled in day or evening classes. Before registering for classes each quarter a student must consult his adviser and receive his written approval for the courses in which the student plans to enroll.

Placement Tests

To help a student select a definite objective early in his college program, the Armstrong staff administers to each entering freshman a series of interest and achievement tests. Achievement tests in English and mathematics are administered prior to admission. Placement in English and mathematics courses is determined on the basis of the student's high school record and the scores on these tests. Interest tests are administered during Freshman Week. On the basis of these objective measurements, the student's previous record, and his interest, the student with the aid of his adviser decides on a program of study which will enable him to accomplish his purpose.

Placement in "English 100"

On the basis of entrance test scores and high school record, certain students will be required to take "English 100" in their first quarter. This course must be completed with a grade of at least "C" before these students may register for any other English course. "English 100" may be repeated once, but only in the following quarter.

Physical Education Program

All day students who are carrying as many as 10 quarter hours and (or) are candidates for diplomas or certificates are required to attain credit for six physical education courses, one each quarter. A student graduating in less than six quarters may reduce the physical education requirements accordingly. Regular courses should be taken in proper sequence and two required courses should not be scheduled in any one quarter.

Students planning a one-year program may choose any three of the required physical education courses.

A student who has served a minimum of three months in the military services shall be exempt from Physical Education 11. A student who has served a minimum of six months in the military services shall be exempt from Physical Education 11 and 12. Proof of service time shall be presented.

In order for a day student to be excused from any one physical education course, he must have his or her doctor sign a special form. A student who does not plan to graduate from Armstrong College will

be allowed to register for any one quarter without physical education providing he or she signs the proper form. No student may register without a required physical education course except with written permission from the Physical Education Department.

The physical education department requires all students to make up all excused absences. Any unexcused absence from class will result in a lower final grade.

Physical education is not required of students in the evening program.

Course Load

The unit of work for a regular student is 16-17 quarter hours per quarter. A schedule of sixteen quarter hours presupposes that the average student will devote approximately forty-eight hours per week to his college classes and to his preparation therefor.

Except in engineering, permission to enroll for more than 17 quarter hours will be granted only to students who have a "B" average for the preceding quarter. The quarter just prior to graduation, a student may take an extra course which is necessary to meet requirements for graduation. No student will be allowed to register for more than 21 hours in any one quarter.

No student will be allowed to take more than 11 quarter hours of work in the Evening Program during the fall, winter and spring quarters unless he has better than a "B" average in the last quarter for which grades are available. A student will be limited to 6 quarter hours during any one term of the summer unless he has better than a "B" average in the last quarter of work for which grades are available. The limitations in the two preceding sentences apply only to students who are full-time employed. All entering students and students with full-time employment are limited to 11 quarter hours of work in the fall, winter and spring quarters; and to 6 quarter hours of work during any one term of the summer session. This regulation does not apply to transient students who are regularly enrolled in another institution.

Auditing

A student wishing to "audit" a course without receiving credit must obtain the written permission of the instructor before he registers for the course. (Policy for some courses forbids "auditing") An "auditor" cannot change to regular credit status after the first week of class. A student who registers for a course as an "auditor" receives no credit, "N. C.", on his transcript.

Admission to Class

Students will be admitted to class when the instructor is furnished an official class card indicating that he has completed his registration and paid his fees in the Business Office.

Conduct

Compliance with the regulations of the faculty and the Regents of University System of Georgia is assumed. Gambling, hazing, and the use on the campus of intoxicating beverages are prohibited.

Attendance

At Armstrong a student's responsibility towards a course includes all that transpires in class sessions as well as the subject matter of the course. Any absence whatsoever from class work entails a loss to the student.

An absence may be excused by the instructor if the student is absent

- (1) on official college business,
- (2) due to illness (with a doctor's certification),
- (3) because of death in the immediate family,
- (4) in observing religious holidays.

In unusual instances an instructor may excuse an absence for other serious reasons.

A student who has been absent from class for such a valid reason should present a written statement to his instructor. If the instructor approves the excuse, he will initial it, and the student should file the form in the Registrar's or Evening Program Office.

Excuses must be submitted within seven days from the date the student returns to school; otherwise the absence will not be excused.

Any student who has unexcused absences equal in number to the times the class meets in one week, and has one additional absence, will be dropped from class. The instructor will notify the Registrar's Office when a student should be dropped. The Registrar's Office will notify the student. A student who is dropped within three weeks after the beginning of the quarter will automatically receive a grade of W. A student who is dropped after the third week of the quarter will receive either a W or a W/F depending upon his status at the time he withdraws or is dropped from class.

A student will be penalized for unexcused absences from the first day the class meets (even though registration is not yet completed), unless one of the four valid excuses applies.

Any student whose absences *for any cause* exceed one third of the number of times the class meets in the quarter will be dropped from the class. The student will be given W or W/F depending upon his academic status at the time he is dropped.

Withdrawals

A formal withdrawal, presented to the Registrar in writing, is a pre-requisite for honorable dismissal from, or re-entrance into this institution. Any student planning to withdraw should immediately

make such an intention known to the Registrar in writing. This notice is required to receive any authorized refunds.

A student should formally withdraw from any class by securing the signature of the instructor and his faculty adviser. This written approval should be filed in the Registrar's office. A student who withdraws within three weeks after the beginning of the quarter will automatically receive a grade of W. A student who withdraws after the 3rd week of the quarter will receive a W or W/F depending upon his status at the time the student withdraws or is dropped from class.

Reports and Grades

It is felt by faculty that students in college should be held accountable for their scholarship. Accordingly, report cards, warnings of deficient scholarship and all such notices are not sent to parents or guardians by the Registrar except on request. Instead the students themselves receive these reports and are expected to contact their advisers whenever their work is unsatisfactory. Report cards are issued at the end of each quarter. Reports of failing grades are issued in the middle of each quarter. Each student has access to an adviser; in addition, the Registrar and all instructors are available to help any student seeking assistance.

Reports are based on the following system of grading:

A plus	96-100	Exceptional	4 honor points per quarter hour
A	90- 94	Excellent	4 honor points per quarter hour
B	80- 89	Good	3 honor points per quarter hour
C	70- 79	Fair	2 honor points per quarter hour
D	60- 69	Poor	1 honor point per quarter hour
E		Incomplete	Incomplete must be removed before mid term of the following quarter
F		Failure	Course must be repeated
W		Withdrew	Course must be repeated
W/F		Withdrew Failing	Course must be repeated

A student who receives an "E" (incomplete grade) should consult his instructor at once and arrange to complete the requirements of the course. An "E" grade which has not been removed by the middle of the succeeding quarter automatically becomes an "F".*

Any student in the Evening Program who is unable to remove a grade of "E" because of absence due to military service or conditions of employment, may appeal to the Academic Standing Committee for a waiver of this regulation.

Honors

Students who have been in attendance for three consecutive quarters taking a normal load (not less than fifteen hours per quarter), and achieving an average grade of "B" or better with no grade below

*A grade of "E" received in the Spring Quarter must be made up by mid-term of the following Fall Quarter.

that of "C" will be placed on the Permanent Dean's list. This list is published each June in the commencement program.

Graduates who meet the requirements for the Permanent Dean's List and who are graduating with an average of four honor points per quarter hour, will be designated as graduating summa cum laude (with highest distinction). The designation cum laude (with distinction) will be bestowed upon those meeting the above requirements with an average of three honor points per quarter hour.

A valedictorian will be selected by the graduating class from the five students with the highest scholastic averages in the work completed before the term in which the students graduate.

Students taking a normal load who make a grade of "B" or better in each course during any quarter will be placed on the Dean's Scholastic Attainment List.

Students in the Evening Program enrolled for ten or more hours, who earn 15 consecutive quarter hours of credit with grades of "B" or better in each course will be placed on the Dean's Scholastic Attainment List.

Dismissal

Any day student failing (except in cases excused before examinations on account of illness) to pass at least one course other than physical education in any one quarter will be dropped from the rolls of the college. Any student who fails to make an average of at least 1.6 honor points per quarter hour in all work scheduled during the first three quarters work at the college will not be allowed to re-register. Withdrawal is recommended to all students who have less than a "C" average at the end of the fourth quarter. At the end of the sixth quarter's work a student must have an 1.8 honor point per quarter hour average in order to re-register.

Any student in the evening program seeking credit who fails (except when excused before final examination on account of illness) to pass at least one course with a recorded grade of "D" or better in two consecutive quarters will be dropped from the rolls of the college. Any student in the evening program who fails to make an average of at least 1.6 honor points per quarter hour in the first 50 quarter hours of work at the college will not be allowed to re-register. Withdrawal is recommended to all students who have less than a "C" average at the end of 70 quarter hours of work. At the end of 90 quarter hours of work, a student must have an average of 1.8 honor points per quarter hour in order to re-register.

Students who have been asked to withdraw on account of academic deficiency will be re-admitted to Armstrong if the student goes to another college for one quarter and maintains a "C" average. If a student does not go to another college he may re-register at Armstrong

College after two quarters.* He re-enters on probation for one quarter, during which quarter he must make a "C" average.

Requirements for Graduation

The requirements for graduation from Armstrong College of Savannah are listed below:

1. The student will complete a program of study listed elsewhere in the catalog under "Curricula" with an average grade of "C". Any exceptions to a program may be referred by a student's adviser to the Committee on Academic Standing.
2. One-third of the work required for graduation will be completed at Armstrong College of Savannah.
3. By state law one of the requirements for a diploma or certificate from schools supported by the State of Georgia is a demonstration of proficiency in United States history and government and in Georgia history and government.

A student at Armstrong may demonstrate such proficiency by passing

- 1) History 100,
- or 2) Political Science 113 *and* History 226,
- or 3) A two hour examination in United States and Georgia history and government.

A student should apply in writing at least one week in advance for permission to take this examination to the Chairman of the Department of History and Political Science. Examination dates are given in the calendar.

4. When exceptions to prerequisites for courses are made, permission may be granted only by the head of the department concerned. A recommendation regarding any request for exception to prerequisites for courses must be made to the department head by the course instructor. This need not be binding upon the department head.

Candidates for graduation will make application in the Registrar's office two quarters prior to the expected date of graduation.

Recommendations

The recommendations issued by the college are based on the grades the student earns, his student activity record, and the opinions expressed by his instructors on a special student rating form.

The files of the Registrar's office which include all permanent records are consulted regularly by representatives of the Federal Bureau of Investigation, the Civil Service, the local Credit Bureau and other agencies having access to confidential records. A good college record is of vital importance to a student.

*The Summer Session counts as a quarter.

PROGRAMS OF STUDY

The Degree of Associate in Arts is conferred upon those students who successfully complete one of the two-year programs in this section.

Before registration every student must plan a program of study with a faculty adviser appointed by the Academic Dean. Even if a student knows what courses are required in his program, he must have on record in the office of his adviser a copy of his program. Before a student may change his planned program he must consult his adviser.

If a student plans to transfer to another college either before or after graduation, he should acquire the catalog of that college in order to determine what courses must be completed at Armstrong to meet the degree requirements of the college to which he may transfer.

The student is responsible for securing approval for his program from his adviser and the Registrar two quarters prior to the expected date of graduation.

Courses numbered 100 to 199 are generally planned for the freshman level; courses numbered 200 to 299 are generally planned for the sophomore level.

The "core curriculum" includes certain of the courses which the college considers essential to all college educated men and women.

These courses are required in all programs leading to a degree:

English 101, 102; 201, 202 (in certain terminal programs English 228 may be substituted for English 102, 201 or 202);

History 114, 115;

Natural sciences (ten quarter hours from biology, chemistry, physics, and physical science);

Physical Education 111, 112, 113, and any three courses numbered in the 200's. (For exceptions to requirements for physical education, see *Regulations*, p. 35.)

Knowledge of United States history and government and of Georgia history and government must be demonstrated in order to receive a degree or certificate. (Consult *Requirements for Graduation* on page 40.)

SENIOR COLLEGE PREPARATORY PROGRAMS

Business Administration (1)

First Year		Second Year	
English 101, 102	10	English 201, 202	10
History 114, 115	10	Physical Education	3
Physical Education 111, 112, 113	3	Business Administration 101, 102	10
Laboratory Science	10	Economics 101, 102	10
Mathematics 101	5	Political Science 113	5
Mathematics 103	5	Business Administration 260	5
Business Administration 115	5	Elective	5
TOTAL	48	TOTAL	48

Engineering (2)

This program will satisfy degree requirements for most types of engineering. The courses required for the freshman year have been planned in consultation with the Georgia Institute of Technology.

First Year		Second Year	
English 101, 102	10	English 201, 202	10
Physical Education 111, 112, 113	3	Physical Education	3
Chemistry 101, 102	10	Mathematics 201, 202, 203	15
Mathematics 101, 102, 104	15	Physics 207, 208, 209	18
Chemistry 104	5	**History 114, 115	10
Engineering 101, 102	4	**Political Science 113	5
Engineering 109	2	TOTAL	61
TOTAL	49		

Forestry (3)

A one-year program for students in Forestry.

English 101, 102	10
Physical Education 111, 112, 113	3
Biology 121, 122	10
Economics 101	5
Engineering 101	2
Mathematics 101, 102	10
Physics 204 or Physical Science 101	5
Political Science 113	5
TOTAL	50

**3 quarters of a foreign language may be taken instead of the social sciences.

Industrial Management (5)

This program will satisfy degree requirements for the first two years of this field of engineering.

First Year		Second Year	
English 101, 102	10	English 201, 202	10
History 114	5	Physical Education	3
Physical Education 111, 112, 113	3	History 115	5
Chemistry 101, 102	10	Business Administration 101, 102	10
Chemistry 104	5	Economics 101, 102	10
Engineering 101, 102	4	Mathematics 103	5
Engineering 109	2	Physics 204, 205, 206	15
Mathematics 101, 102, 104	15		
TOTAL	54	TOTAL	58

Liberal Arts (6)

This program is recommended for candidates for the A.B. degree, pre-education, pre-law, pre-ministerial, journalism, social work, and other pre-professional concentrations.

First Year		Second Year	
English 101, 102	10	English 201, 202	10
History 114, 115	10	Physical Education	3
Physical Education 111, 112, 113	3	*Science	10
Laboratory Science	10	Two of the following courses—	
Mathematics 101	5	History 225	
Mathematics 102	5	Political Science 113	
*Foreign Language	10	Psychology 201	
		Sociology 201	
		Economics 101	
		Philosophy 110	10
		Electives	10
TOTAL	53	TOTAL	43

*A student applying for admission to a senior college which does require the amount indicated of this subject may, with the approval of his adviser, substitute other courses required by the senior institution during the first two years.

Mathematics (7)

A program designed for those students who wish to major in mathematics.

First Year		Second Year	
English 101, 102—Freshman		English 201, 202—Sophomore	
English	10	English	10
History 114, 115—Western		Mathematics 201, 202, 203	15
Civilization	10	Physical Education	3
Physical Education 111, 112, 113	3	Physics 204, 205, 206, 207,	
Chemistry or Biology	10	208, 209	10
Mathematics 101—College		Electives	10
Algebra	5		
Mathematics 102—Trigonometry	5	TOTAL	48
Mathematics 104—Analytic			
Geometry and Calculus	5		
TOTAL	48		

Medical Technology (8)

This program is designed for those students who desire a Bachelor of Science degree in Medical Technology.

First Year		Second Year	
English 101, 102	10	English 201, 202	10
Biology 124, 225, 226	15	Biology 230	6
Mathematics 101, 102	10	History 114, 115	10
Chemistry 101, 102, 104	15	French or German 101-102	10
Physical Education 111, 112, 113	3	Elective	5
		Physical Education	3
TOTAL	53	TOTAL	44

Music (38)

English 101, 102	10
History 114, 115	10
Physical Education	3
Applied Music	6
Music Theory 110, 111, 112	9
Electives	10
TOTAL	48

Physical Education (9)

First Year

English 101, 102	10
History 114, 115	10
Physical Education 111, 112, 113	3
Biology 124, 225	10
Home Economics 232—Nutrition	5
Mathematics 9 or 101	5
*Electives	5
TOTAL	48

Second Year

English 201, 202	10
Physical Education	3
Biology 108, 109	10
**Physical Education 203	2
Physical Education 114	2
Psychology 201	5
Psychology 202	5
Sociology 202	5
Electives	6

TOTAL 48

Physics (10)

A program designed for those students who wish to major in Physics.

First Year

English 101, 102	10
Physical Education 111, 112, 113	3
Chemistry 101, 102, 104	15
Mathematics 101	5
Mathematics 102	5
Mathematics 104	5
Engineering 101, 102, 109	6
TOTAL	49

Second Year

English 201, 202	10
Physical Education	3
Mathematics 201, 202, 203	15
Physics 207, 208, 209	18
History 114, 115	10
Political Science 113	5

TOTAL 61

Pre-professional: Dentistry (11)

This program is designed for those students who wish to prepare themselves for the study of Dentistry after completing three or more years of academic studies.

First Year

English 101, 102	10
Biology 124, 225, 226	15
Mathematics 101, 102	10
Chemistry 101, 102, 104	15
Physical Education 111, 112, 113	3
TOTAL	48

Second Year

English 201, 202	10
History 114, 115	10
Biology 230	6
French or German 101, 102	10
Electives	10
Physical Education	3

TOTAL 49

*It is recommended that English 228 be taken as an elective course.

**The student is exempt from this course if he has a Red Cross "Senior Life Saving Certificate."

Pre-professional: Medicine (12)

This program is designed for those students who wish to prepare themselves for the study of medicine after completing three or more years of academic studies.

First Year		Second Year	
English 101, 102	10	English 201, 202	10
Biology 124, 225, 226	15	Biology 230	6
Chemistry 101, 102, 104	15	French or German 101, 102	10
Mathematics 101, 102	10	History 114, 115	10
Physical Education 111, 112, 113	3	Electives	10
		Physical Education	3
TOTAL	53	TOTAL	49

Pre-professional: Nursing (13)

This is a one year program for those students who wish to obtain their freshman requirements to be transferred to a school of nursing offering the B.S. degree. The program as outlined is intended to satisfy the requirements of the Medical College of Georgia School of Nursing. Students planning to transfer credits are urged to consult the pre-nursing advisor in order to be sure that they are taking the proper courses.

English 101, 102	10
History 114, 115	10
Biology 108, 109	10
Chemistry 101	5
Sociology 201	5
Psychology 201	5
Physical Education 111, 112, 113	3
TOTAL	48

Pre-professional: Optometry (14)

The requirements for admission to the schools and colleges of optometry in the United States are relatively uniform but are not identical. The practice of optometry in all states is regulated by Boards of Examiners in Optometry. The following concentration will prepare a student for transfer to any school or college of optometry in the United States and Canada.

First Year		Second Year	
English 101, 102	10	English 201, 202	10
History 114, 115	10	Biology 230	6
Biology 124, 225, 226	15	Mathematics 102, 104	10
Chemistry 101, 102	10	Sociology 201	5
Mathematics 101	5	Psychology 201	5
Physical Education 111, 112, 113	3	Electives	10
		Physical Education	3
TOTAL	53	TOTAL	49

Pre-professional: Pharmacy (15)

This is a two-year concentration for those students who wish to obtain their freshman requirements for entrance to a school of pharmacy. The regional schools of pharmacy require three years minimum in residence at the School of Pharmacy.

This program is designed for those students who wish to prepare themselves for the study of Pharmacy after completing two years of academic studies. All students of Pharmacy are required to complete a five-year program, two of which are in Pre-Pharmacy and three in an accredited School of Pharmacy.

First Year		Second Year	
English 101, 102	10	English 201, 202	10
History 114, 115	10	Economics 101	5
Mathematics 101, 102	10	Political Science 113	5
Chemistry 101, 102, 103	15	Physics 204	5
Physical Education 111, 112, 113	3	Biology 124, 225, 226	15
		Electives	10
TOTAL	48	Physical Education	3
		TOTAL	53

Pre-veterinary Medicine (16)

This is a one-year program for those students who wish to obtain their freshman requirements to be transferred to a senior institution. Some colleges and universities require a veterinary student to begin specializing in his second year. If a student desires a well-rounded foundation for the study of veterinary medicine, it is recommended that he pursue the two year pre-medical program.

English 101, 102	10
Physical Education 111, 112, 113	3
Biology 124, 225, 226	15
Chemistry 101, 102	10
Mathematics 101, 102	10
TOTAL	48

Teaching (17)

The subjects required in the freshman and sophomore years by colleges preparing teachers are: English, history, mathematics, sciences, social studies and physical education. The program below enables prospective teachers to be certified by the State Department of Education as having completed two years of college and entitles the student to the Associate in Arts Degree.

First Year		Second Year	
English 101, 102	10	Education 201	5
History 114, 115	10	English 201, 202	10
Biological Science	10	Mathematics 9 or 101	5
Physical Education 111, 112, 113	3	Physical Education	3
Political Science 113	5	Psychology 201	5
Art 101 or Music 200	5	*Electives	20
*Electives	5		
TOTAL	48	TOTAL	48

TERMINAL PROGRAMS

Business Administration: Accounting (18)

First Year		Second Year	
Business Administration 101, 102	10	Business Administration 201T,	
English 101, 102	10	202T	10
History 114, 115	10	English 201, 202, or English	
Natural Science	10	201, 228	10
Physical Education 111, 112, 113	3	Economics 101, 102	10
Elective	5	Business Administration 260	5
TOTAL	48	Business Administration 115	5
		Physical Education	3
		Electives	5
		TOTAL	48

A student who desires further training in this field may enroll for additional courses chosen from the following list. A certificate will be awarded upon satisfactory completion of 45 hours of work.

Business Administration 236T, 237T—Income Tax Accounting	10
Business Administration 229T—Cost Accounting	5
Business Administration 207T, 208T	10
Electives chosen from Business Administration, Economics or Industrial Technology courses	20
TOTAL	45

Business Administration: General (20)

First Year		Second Year	
English 101, 102	10	Economics 101, 102	10
History 114, 115	10	English 201, 202 or English	
Business Administration 101, 102	10	201, 228	10
Natural Science	10	Business Administration 115	5
Business Administration 260	5	Electives	20
Physical Education 111, 112, 113	3	Physical Education	3
TOTAL	48	TOTAL	48

*Recommended electives for elementary teachers include health, geography, economics, Georgia problems (Social Science 104), English 228 and additional science courses.

A student who desires further training in this field may enroll for additional courses chosen from the following list. A certificate will be awarded upon satisfactory completion of 45 hours of work.

Business Administration 207T, 208T	10
Business Administration 151T	5
Business Administration 161T	5
Business Administration 162T	5
Business Administration 231T	5
Economics 125T	5
Economics 126	5
Economics 127T	5
Economics 128T	5
Economics 129T	5
Economics 130T	5
Economics 133	5
Economics 132T	5

Students interested in the field of Industrial Management may substitute 15 hours in the Industrial Technology Curriculum from the following courses:

IT 121	3
IT 122	3
IT 123	3
IT 124	3
IT 127	3
IT 128	3

Business Administration: Transportation (21)

As a communications center, Savannah offers many opportunities to students trained in traffic and transportation management. A committee of experts from business, industry, the railroads and truck lines, in consultation with the evening college staff, proposed the professional classes listed below.

First Year

English 101, 102	10
History 114, 115	10
Business Administration 151T	5
Business Administration 152T	5
Business Administration 153T	5
Economics 101, 102	10
TOTAL	45

Second Year

English 201, 202 or English 228	
and Business Administration 115	10
Natural Science	10
Business Administration 155T	5
Business Administration 101, 102	10
Any two of the following courses—	
Bus. Adm. 207T	
Econs. 125T	
Econs. 126	
Econs. 128T	
Econs. 129T	
Econs. 130T	
Bus. Admin. 260	
	10
TOTAL	45

Students desiring further training in this general field may select five other subjects listed under the Business Administration: General (20). A certificate will be awarded upon completion of 45 hours additional work.

Transportation (22)

Students wishing a thorough background in transportation may receive a certificate upon satisfactory completion of the following program:

B.A. 151T	5
B.A. 152T	5
B.A. 153T	5
B.A. 155T	5
Economics 101, 102	10
English 101, 102 or English 228 and B.A. 115	10
Any two of the following courses:	10
Business Administration 207T	
Economics 125T	
Economics 126	
Economics 128T	
Economics 129T	
Economics 130T	
Business Administration 260	
TOTAL	50

Business Administration: One-Year Program (23)

A one year program in Business Administration (with emphasis on business courses) for those persons who may not wish to complete the two-year concentration. A certificate will be awarded to those who successfully complete the program.

Business Administration 101, 102	10
Business Administration 115	5
Business Administration 260	5
Economics 101, 102	10
English	5
Mathematics	5
Physical Education	3
Elective	5
TOTAL	48

Commerce: Secretarial (24)

This program is designed to meet the needs of those students who wish to qualify for secretarial positions in business. If, because of prior training, a student is permitted by the instructor to omit the beginning

theory courses in shorthand or typing, the student must choose elective subjects to supplement the total college hours required.

First Year		Second Year	
English 101, 102	10	Business Administration 101	5
History 114, 115	10	English 201, 202, or English 201, 228	10
Physical Education 111, 112, 113	3	Commerce 213	5
Natural Science	10	Commerce 201, 202, 203	6
Commerce 101, 102, 103	6	Commerce 211, 212	6
Commerce 111, 112, 113	9	Physical Education	3
		Business Administration 115	5
		Electives	8
TOTAL	48	TOTAL	48

Commerce: Stenographic (25)

A student who has only one year to spend in college may acquire some of the clerical skills which will enable her to secure employment as a stenographer or clerk. Whether a student will be placed in beginning theory classes of shorthand or typing will depend upon how much previous training she has had in those subjects; a more advanced standing must be approved by the instructor. A certificate is awarded upon completion of the following program.

Commerce 101, 102, 103	6
Commerce 111, 112, 113	9
Commerce 213	5
Business Administration 101	5
English 101, 102	10
Physical Education 111, 112, 113	3
Business Administration 115	5
Elective	5
TOTAL	48

Human Relations* (27)

The Terminal sequence in Human Relations is designed to start with the student's immediate interests in learning, methods of study and aptitude measurement. The next course, on principles and facts about the individual's growth, needs, feelings and learning about the world around him is followed by a practical application through experiments or projects using the objective methods of psychology. This leads to a study of a person's relationship to his social groups, a study of marriage and family adjustments, principles and facts about the way that our society is organized and finally to a practical study of needs

*Students in other concentrations may elect any Psychology or Sociology course in this program without adhering to the above sequence. Prerequisites are necessary in Psychology 202, Psychology 203, and Psychology 205.

and resources for human adjustment in our community. A student who completes this sequence should have a basic understanding of himself and others that will improve his effectiveness in his family, his work (whether in the home or employed elsewhere), his social relationships and his responsible participation in community living.

First Year		Second Year	
English 101, 102	10	English 201, 202	10
History 114, 115	10	Biology 124, 225 or Biology 101, 102	10
Physical Education 111, 112, 113	3	Physical Education	3
Mathematics 9 or 101	5	Sociology 202	5
Political Science 113	5	Psychology 203	5
Psychology 100	5	Sociology 201	5
*Psychology 201	5	Sociology 203T	5
Psychology 202	5	Elective	5
TOTAL	48	TOTAL	48

Liberal Arts (28)

A student in the Terminal Liberal Arts program may select the remainder of his electives from any courses offered by the college in order to prepare for a vocation or to pursue a special interest.

First Year		Second Year	
English 101, 102	10	English 201, 202	10
History 114, 115	10	Physical Education	3
Physical Education 111, 112, 113	3	**Electives	35
Natural Science	10	TOTAL	48
Mathematics 9 or 101	5		
**Electives	10		
TOTAL	48		

A student who desires further training in this field may enroll for additional courses chosen from the following list. A certificate will be awarded upon satisfactory completion of 45 hours of work.

History 225	5
Philosophy 110	5
Select 20 hours from the following	20
French, German, Spanish, or Russian	
Two additional laboratory (double) or mathematics courses	
Electives	15
TOTAL	45

*The sequence of Psychology 201, 202 represents Introductory Psychology.

**A student must elect 20 hours from at least three of the following subjects: Foreign Language, Political Science, Economics, Fine Arts, Philosophy, Psychology, Sociology, Mathematics (other than Mathematics 103).

Medical Office Assistant (40)

This two year curriculum leading to the degree of Associate in Arts is designed to develop a graduate who can meet the ever-increasing demand for efficient assistants trained not only in standard office operations but also in professional ethics and the routine technical procedures that are commonly carried on in the physician's office. In addition, the student will have a good background in the area of general education.

The Medical Office Assistant must be prepared to act as receptionist, office nurse, secretary and laboratory assistant. She must be tactful, understanding and discreet, as well as meticulously accurate in laboratory work and the keeping of medical and financial records. Such an assistant would be in demand not only in physicians' offices but in hospitals, clinics, public health agencies, and a number of other institutions in the areas of health and welfare.

First Year

Commerce 101, 102, 103	6
Commerce 111, 112, 113	9
English 101, 102	10
Biology 108, 09	10
History 114	5
Business Administration 101	5
Physical Education 111, 112, 113	3
TOTAL	48

Second Year

Biology 210, 120T	10
Chemistry 101	5
English 201	5
English 202 or 228	5
History 115	5
Commerce 224	5
Commerce 228	5
Psychology 201	5
Physical Education	3
TOTAL	48

TECHNICAL INSTITUTE PROGRAMS

LEADING TO THE DEGREE OF ASSOCIATE IN SCIENCE

Basic Subjects Required in all Technical Institute Programs

Course descriptions for Technical Institute Programs are listed elsewhere in this Bulletin. A student may register for any of the subjects in the program of his choice as soon as he has met the prerequisites.

Six programs leading to the degree of Associate in Science are offered by the Armstrong Evening Program. These are two year terminal programs which qualify the student as a technician in his chosen field. Curriculums are available in the following technologies: Building Construction, Civil and Electronic. In addition three other programs are offered in cooperation with the Union Bag-Camp Paper Corporation in Chemical, Industrial and Mechanical technologies. In these three fields the basic courses are taught at Armstrong College by the college staff. The advanced technical courses are conducted at the plant

of the Union Bag-Camp Paper Corporation by fully qualified company personnel. Excellent shop, laboratory and classroom facilities are available. These courses are fully accredited by Armstrong College and are not restricted to employees of the company.

Tuition for Technical Institute courses taught at Armstrong College is the same as for other evening program courses. Tuition for the courses conducted at the Union Bag-Camp Paper plant is \$1.00 per credit hour, payable to Armstrong College.

Classes are scheduled whenever possible with duplicate or extra sessions to accommodate shift workers with rotating work hours.

**English 100 or 101	Freshman English	5
GT 114	Technical Mathematics I (or Math 101)	5
GT 115	Technical Mathematics II (or Math 102)	5
Physics 204	Mechanics	5
*Physics 205	Electricity	5
Physics 206	Heat	5
Engineering 101	Engineering Drawing	2
Psychology 204T or	Applied Industrial Psychology	5
IT 128T	Personnel Motivation	3
GT 113	Technical Report Writing	3
GT 112 or	Public Speaking	3
English 228	Fundamentals of Speech	5

Building Construction Technology (39)

Building Construction Technology deals with the design, construction and construction supervision of homes, industrial plants, offices, schools and hospitals. The student is taught to design, draw plans and follow through with construction details and methods.

Graduates in this program will be qualified for many positions, including engineering draftsman, general contractor, junior engineer, architectural draftsman and estimator, building inspector, and many others.

Civ. T 121	Elementary Surveying	6
BCT 121	Graphics	6
Civ. T 143	Mechanics of Materials	6
BCT 211	Wood and Steel Construction	5
BCT 212	Concrete Construction	5
Civ. T 212	Structural Drafting I	2
Civ. T 213	Structural Drafting II	2
BCT 222	Building Design I	6
BCT 223	Building Design II	6
BCT 224	Building Design III	6
BCT 142	Construction Materials and Estimates	5
BCT 243	Building Equipment	3
BCT 231	Architectural History	3

*Not required for Electronics and Communications Technology.

**Depending on Placement Test.

Chemical Technology (31)

The curriculum for Chemical Technology has been designed to meet the needs of the chemical, paper and other related heavy industries for competent and well-trained technicians. The program gives the student a working knowledge of the fundamental branches of formal chemistry and chemical engineering.

Industries are placing greater emphasis every year on instrumental methods of analysis which are far more rigid and precise than formal chemical methods. The student completing the curriculum in Chemical Technology will acquire training in the theory and use of these electronic, optical and thermal instruments.

Positions open to graduates are assistant to research personnel, control chemist, assistant to chemical engineers, analyst and pilot plant assistant, as well as many others.

Chemistry 101	General Inorganic	5
Chemistry 102	General Inorganic	5
Chemistry 104	Qualitative Inorganic Analysis	5
Engineering 102	Engineering Drawing	2
Chemistry 280a	Quantitative Inorganic Analysis	4
Chemistry 280b	Quantitative Inorganic Analysis	3
*GT 111	Industrial Safety	1½
*Civ. T. 120	Elementary Industrial Statistics	3
*CT 121	Experimental Design	3
Civ. T. 160	Material Balances	3
Civ. T. 161	Energy Balances	3
*CT 162	Elementary Chemical Processes	4
*CT 165	Industrial Chemistry	4
		45½

In addition, the student will select one of the two options listed below, either paper and pulp or chemical.

Pulp & Paper Option

*CT 140—Basic Wood Technology, Pulping, Pulp Preparation, and Pulp Testing, Part I	4
*CT 141—Part II	4
*CT 142—Paper Making, Paper Converting, and Paper Testing, Part I	4
*CT 143—Part II	4
*CT 164—Wood Structure and Properties	4
	20

*These courses will be taught in the plant of the Union Bag-Camp Paper Corporation.

Chemical Option

Engineering 103—Engineering Drawing	2
GT 120—Technical Mathematics III or Mathematics 104	5
Mathematics 114—Slide Rule	2
*CT 150—Organic Chemistry	5
*CT 151—Industrial Chemical Analysis	3

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Civil Technology (34)

Civil Technology covers one of the broader fields in the Technical Institute Program. The civil technician is a surveyor, a construction man on buildings of all kinds, highways and railroads, hydroelectric projects, locks, dams, tunnel and similar projects. He is trained to handle work in any of these fields with a minimum of supervision.

BCT 142	Construction Materials and Estimates	5
Civ. T 121	Elementary Surveying	6
Civ. T 122	Route Surveying	5
Civ. T 131	Highway Construction	3
Civ. T 143	Mechanics of Materials	6
BCT 211	Wood and Steel Construction	5
BCT 212	Concrete Construction	5
Civ. T 212	Structural Drafting I	2
Civ. T 213	Structural Drafting II	2
Civ. T 223	Land Surveys	5
Civ. T 224	Topographic and Contour Surveying	4
Civ. T 232	Heavy Construction	4
Civ. T 241	Hydraulics	6

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Electronics & Communication Technology (36)

This course gives the student training in the fields of electrical and electronic circuitry, transmission lines, radiation, wave filters, instrumentation and test equipment, telephony, AM and FM radio, television and radar.

GT 120	Technical Mathematics III or Math 104	5
Elec. T. 111	Measurements	4
Elec. T. 121	Direct Current Circuits	6
Elec. T. 122	Alternating Current Circuits I	6
Elec. T. 131	Basic Electronics	6
Elec. T. 223	Alternating Current Circuits II	4
Elec. T. 232	Industrial Electronics	6
Elec. T. 233	Advanced Electronics	4
Elec. T. 234	Semiconductors	4
Elec. T. 241	Communications Circuits I	6
Elec. T. 242	Communications Circuits II	4
Elec. T. 254	Electrical Machinery	4
Elec. T. 261	Communications Technology I	6
Elec. T. 262	Communications Technology II	4
Elec. T. 263	Television Technology	4

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*These courses will be taught at the plant of the Union Bag-Camp Paper Corporation.

Industrial Technology (32)

The curriculum in Industrial Technology is designed to enable the graduate to compete successfully for a variety of supervisory and management positions in manufacturing industries. These positions are in such categories as personnel work, quality control, methods and cost control, and the equipment, planning and production functions. The graduate will also be qualified for many staff positions with transportation, distributing and utility companies, and for the operation of private business.

Economics 101	Principles and Problems of Economics	5
Economics 102	Principles and Problems of Economics	5
Economics 128T	Principles of Marketing	5
Business Adm. 101	Principles of Accounting	5
Engineering 102	Engineering Drawing	2
Engineering 103	Engineering Drawing	2
Chemistry 101	General Inorganic	5
Chemistry 102	General Inorganic	5
*GT 111	Industrial Safety	1½
*IT 120	Manufacturing Processes	3
*IT 121	Production Organization	3
*IT 122	Economic Analysis	3
*IT 123	Production and Cost Control	3
*IT 124	Time and Motion Study	3
*IT 125	Mechanical Methods	2
*IT 126	Advanced Time and Motion Study	3
*IT 127	Data Presentation	3
*IT 128	Personnel Motivation	3

 61½

Mechanical Technology (37)

This field embraces the manufacture and production of mechanical products and the tools, machines and processes by which they are made. In a broad sense mechanical technology is the creation and utilization of mechanical power, and men with technical institute type of training in this field possess a knowledge that is basic to companies in nearly every line of business throughout the world.

Positions open to mechanical technicians include various kinds of inspection, maintenance men, engineer's assistant, foreman in various fields, production supervisor and junior designer of machines or tools and dies.

*These courses will be taught at the plant of the Union Bag-Camp Paper Corporation.

Chemistry 101	General Inorganic	5
Chemistry 102	General Inorganic	5
Economics 101	Principles and Problems	5
Engineering 102, 103	Engineering Drawing	4
Civ. T 143	Mechanics of Materials	6
*MT 120	Tools and Methods	5
*GT 111	Industrial Safety	1½
*IT 120	Manufacturing Processes	3
*IT 125	Mechanical Methods	2
*MT 122	Machine Shop	5
*MT 123	Metallurgy, Welding, Heat Tr.	6
**MT 126	General Sheet Metal	3
*MT 127	Industrial Electricity	4
*MT 128	Fluid Mechanics	5
*IT 124	Time, Motion Study	3
		62½

*These courses will be taught at the plant of the Union Bag-Camp Paper Corporation.

**This class will be conducted at the plant of the Great Dane Trailers, Inc.

Course Descriptions

Armstrong College reserves the right to (1) withdraw any course for which less than ten students register, (2) limit the enrollment in any course or class section, (3) fix the time of meeting of all classes and sections, and (4) offer such additional courses as demand and faculty warrant.

No credit will be given in beginning courses in languages where the same or similar courses have been presented for admission from high school.

Where two or more courses are listed under one description no credit for graduation will be given until the sequence is completed, for example: Biology 101-102.

Economics and Business Administration courses marked with a T are terminal courses, and do not transfer to the University of Georgia. Technical Institute courses transfer only to another Technical Institute.

After each course name, there are three numbers in parentheses. The first number listed is the number of hours of lecture; the second, the number of hours of laboratory; and the third, the number of quarter hours of credit the course carries. For example: Biology 121-General Botany (3-4-5).

Art

Art 101—Creative Art (3-4-5). Spring.

Drawing, painting and design principles, with some pertinent background history. Introductory practice in techniques, and application to every day life needs.

Art 113—Ceramics (5-0-5).

A beginner's course in the fundamentals of pottery and clay modeling. Various ways of forming clay, decorating, glazing and firing suitable subjects.

Art 114—Ceramics (5-0-5).

A continuation of the beginner's course with emphasis on design, using the potter's wheel and understanding the use of glazes. Work may be developed in pottery or clay sculpture.

Art 290—Introduction to the History of Art (5-0-5).

The formal characteristics of the painting, sculpture, architecture and some of the minor arts will be analyzed in their stylistic and symbolic developments which will be discussed in relation to the changing cultural backgrounds.

Art 291—Introduction to the History of Modern Art (5-0-5).

A survey of world art during the eighteenth, nineteenth, and twentieth centuries. The formal characteristics of the painting, sculpture, architecture and some of the minor arts will be analyzed in their stylistic and symbolic developments which will be discussed in relation to the changing cultural backgrounds.

Biology

Biology 101-102—Human Biology (10-0-10). Winter and Spring. Four lectures and one demonstration period.

A basic course intended to acquaint the student with biological principles and their application to the human organism. The second quarter is a continuation of the first; no credit is allowed toward graduation until the sequence is completed.

Biology 108-109—Human Anatomy and Physiology (6-8-10). Fall and Winter.

A basic course considering the gross anatomy, histology, and physiology of the organ systems. Laboratory work includes thorough dissection of a typical mammal as well as basic experiments in physiology. The second quarter is a continuation of the first; no credit is allowed toward graduation until the sequence is completed. Not open to pre-professional students in the biological sciences.

Biology 121—General Botany (3-4-5). Fall.

A study of the structure of the roots, stems, and leaves, basic physiology and ecology of plants. Laboratory work on representative species.

Biology 122—General Botany (3-4-5). Spring. Prerequisite: Biology 121.

A study of reproduction, heredity, and evolution of seed plants, with studies of representative species of the other major plant groups. Laboratory work includes frequent field trips.

Biology 124—General Zoology (3-4-5). Fall and Spring.

A survey of principles in biology, with accent upon cellular phenomena.

Biology 210—Microbiology (3-4-5). Spring. Prerequisites: ten hours of a biological science with laboratory and five hours of inorganic chemistry.

An introduction to the study of micro-organisms with primary emphasis on bacteria. The morphology, life history, and public health importance of representative bacteria, molds, viruses, protozoa, and helminths are considered.

Biology 225—General Zoology (3-4-5). Winter. Prerequisite: Biology 124, or Biology 101-102, or Biology 121-122.

A survey of the invertebrate animals, their biology, structure, and relation to other animals.

Biology 226—General Zoology (3-4-5). Spring. Prerequisite: Biology 124 or 101-102, or Biology 121-122.

A study of the structure, body functions, interrelations, and natural history of the vertebrate animals.

Biology 230—Comparative Vertebrate Anatomy (3-6-6). Fall. Prerequisites: Biology 225 and 226.

A study of the anatomy and evolution of the organ systems of the vertebrates.

Biology 20T—Clinical Laboratory (3-4-5). Prerequisite: sophomore standing.

Professional assistance to the doctor: sterilization of gloves and instruments; injections; urinalysis, hematology, hemoglobin determinations; EKG and basal metabolism techniques.

Business Administration

Business Administration 101—Principles of Accounting, Introductory (5-0-5). Fall, Winter and Spring.

An introduction to the fundamental principles and procedures of accounting, including a study of the journal, the ledger, working papers, accounting, statements, controlling accounts, special journals and the voucher adjustment system.

Business Administration 102—Principles of Accounting, Introductory (5-0-5). Winter and Spring. Prerequisite: Business Administration 101.

An application of accounting principles to certain problems such as the proprietorship, the partnership, the corporation, departmental operations, manufacturing accounts and the analysis of financial statements.

Business Administration 115—Business Correspondence (5-0-5). Fall and Spring.

Covers various aspects of business and technical report writing. Attention is given to vocabulary building, a review of the mechanics of grammar, and techniques of business writing. Letter studies include: sales, credit, collection, promotion, application, routine, personal, and formal. Information relative to effective policies in these areas is considered.

Business Administration 151T—Introduction to Transportation (5-0-5). Fall.

History of transportation; development leading to legislative supervision of railroads; developments leading to Federal regulation of carriers, other than railroads; freight classifications; principles of freight rates and tariff.

Business Administration 152T—Elementary Rates and Tariffs. (5-0-5). Winter. Prerequisite: Business Administration 151T or permission of instructor.

Shipping documents and their application; special freight services; freight claims, overcharge and loss and damage; freight tariff circulars; construction and filing of tariffs; terminal facilities and switching; and demurrage.

Business Administration 153T—Advanced Rates and Tariffs (5-0-5). Prerequisite: B.A. 152T or permission of instructor.

Through routes and rates, overcharges and undercharges, loss and damage, import and export traffic, Rate and Classification Committee procedure.

Business Administration 155T—(5-0-5).

Evolution, construction and interpretation of the Interstate Commerce Act; creation and organization of the Interstate Commerce Commission; practice before the Interstate Commerce Commission, general review.

Business Administration 161T—Principles of Insurance (5-0-5). Prerequisite: Economics 102.

A comprehensive treatment of the insurance field: an explanation of the different types of insurance and fundamental underlying principles, the organization of the insurance business and accepted insurance practices.

Business Administration 162T—Real Estate Principles (5-0-5). Prerequisite: Economics 102.

A consideration of the general principles of property utilization, the law dealing with ownership, transfer of title and liens; the appraisal process, determinants of values, the real estate cycle, management and salesmanship and regulatory legislation.

Business Administration 201T—Principles of Accounting, Intermediate (5-0-5). Spring. Prerequisite: Business Administration 101.

Basic accounting theory and the solution of problems requiring an application of accounting theory.

Business Administration 202T—Intermediate Accounting (5-0-5). Second course. Prerequisite: Business Administration 201T.

A continuation of Business Administration 201T emphasizing the theories of valuation of fixed assets and liability accounts, the application of these theories and the interpretation of financial statements prepared on the basis of these theories.

Business Administration 207T—Business Law (5-0-5). Fall.

Law governing the basic principles applicable to the following subjects. Contracts: offer and acceptance, consideration, performance, rights of third parties and discharge. Agency: creation of an agency, liabilities of principal and agent. Negotiable instruments: elements of negotiability, endorsement and transfer, liabilities of parties, discharge.

Business Administration 208T—Business Law (5-0-5). Spring.

The law governing the basic legal principles applicable to the following subjects which are of particular interest to those planning to major in accounting. Partnership: formation, powers, liabilities of partners, termination. Corporation: formation, power rights of security holders, types of securities. Sales: vesting of title, warrants, remedies.

Business Administration 229T—Cost Accounting (5-0-5). Spring. Prerequisite: Business Administration 101, 102.

Methods of determining and distributing costs in manufacturing the order and the process methods.

Business Administration 231T—Retailing (5-0-5).

Basically a course in merchandising and promotion. Retailing also covers allied services such as stock and inventory control, accounting systems, mark-ups, and materials handling. A review is given on the basic elements of salesmanship and modern trends. Store design, the effects of lighting, color dynamics, traffic and aisle display are illustrated. Delineation of the various advertising media is also involved.

Business Administration 236T—Income Tax Accounting. Fall. (5-0-5). Prerequisite: Business Administration 102.

A study of federal income tax laws and the application of these laws to the income tax returns of individuals, partnerships and corporations.

Business Administration 237T—Tax Accounting (5-0-5). Prerequisite: Business Administration 236T.

A continuation of Business Administration 236T with emphasis on corporations and fiduciary returns and social security taxes, gift taxes and estate taxes.

Business Administration 260—Principles of Management (5-0-5).

Designed to prepare students in the fundamentals of all phases of administrative, staff and operative management. Successful management principles and techniques are given for all fields of business which include: business objectives, policies, functions, executive leadership, organization structure and morale, cooperative procedure and control procedure.

Chemistry

Chemistry 101—General Inorganic (4-3-5). Fall and Winter. Prerequisite: Two years of high school algebra, Mathematics 9, or consent of instructor.

A study of the fundamental principles and laws of chemistry through the modern concept of the atom. Also, the sources, properties and uses of some of the most important elements and compounds together with the solving of typical problems.

Chemistry 102—General Inorganic (4-3-5). Winter and Spring. Prerequisite: Chemistry 101.

This course is a continuation of Chemistry 101, with emphasis on uses and applications.

Chemistry 104—Qualitative Inorganic Analysis (3-6-5). Spring. Prerequisite: Chemistry 102.

A systematic study of the separation and identification of the common cations and anions with the theoretical principles underlying these by semi-micro methods.

Chemistry 105—Chemistry for Nurses (4-2-5). Fall. Principles of inorganic, organic, and physiological chemistry with special applications to nursing practice.

Chemistry 280a—Quantitative Inorganic Analysis (2-6-4). Winter. Prerequisite: Chemistry 104 or approval of the instructor.

A study of the fundamental theories and applications of quantitative analysis involving volumetric and gravimetric methods. No credit is given for this course before completion of Chemistry 280b.

Chemistry 280b—Quantitative Inorganic Analysis (1-6-3). Spring. Prerequisite: Chemistry 280a or its equivalent.

This course is a continuation of Chemistry 280a.

Commerce

Commerce 101—Beginning Typing (0-5-2). Fall, Winter and Spring.

This course consists of introductory instruction in the technical

features and care of the machine, position, fingering, proper technique and mastery of the keyboard.

Commerce 102—Beginning Typing Continued (0-5-2). Fall, Winter and Spring.

This course is a continuation of speed development. In addition, instruction in typing letters and setting up simple tabulations is given.

Commerce 103—Intermediate Typing (0-5-2). Fall, Winter and Spring. Prerequisite: Commerce 101-102 or equivalent.

A typewriter course in which emphasis is placed on speed building and accuracy. Special typing problems such as business letters, minutes, notices, stencil cutting and carbon copies are stressed.

Commerce 111-112—Beginning Shorthand (5-0-3). Fall and Winter.

Complete theory of Gregg Shorthand simplified. Reading dictation and transcription from studied material.

Commerce 113—Intermediate Shorthand (5-0-3). Spring.

Dictation and transcription of new and studied material. Student is required to take dictation at the rate of 100 words a minute.

Commerce 131—Burroughs Calculator and Comptometer (0-5-2). Fall and Winter.

The objective of this course is to build speed and accuracy in the operation of the Burroughs Calculator and Comptometer and a thorough review of business mathematics. This quarter is devoted to the operation of the four fundamentals in arithmetic on the calculator.

Commerce 201—Advanced Typing (0-5-2). Fall, Winter and Spring. Prerequisite: Commerce 103 or equivalent.

Advanced typing is a course in the acquisition of speed and accuracy including various legal forms and papers, manuscripts and business papers.

Commerce 202—A continuation of Commerce 201 (0-5-2). Fall, Winter and Spring.

Commerce 203—A continuation of Commerce 202 (0-5-2). Fall, Winter and Spring. An average of 60 words a minute is attained.

Commerce 211—Advanced Shorthand (5-0-3). Fall. Prerequisites: Commerce 111, 112, 113 or equivalent.

A course in which the principles of Gregg Shorthand are applied in developing skill and accuracy in writing shorthand and in transcribing. Dictating and typing of mailable letters are emphasized.

Commerce 212—A continuation of Commerce 211 (5-0-3). Winter. A speed of 120 words a minute is required.

Commerce 213—Office Practice (5-0-5). Spring. Prerequisite: Commerce 112 or equivalent.

Typical business office situations are duplicated as nearly as possible, including the instruction of various business machines. Practical problems deal with typing, filing and office courtesy.

Commerce 224—Medical Terminology and Orientation (5-0-3). Prerequisite: Sophomore standing. The building of a medical vocabulary, use of medical dictionaries. Practice in dictation and transcribing of medical material.

Commerce 228—Medical Office Procedure (5-0-3). Prerequisite: Sophomore standing.

Preparing, indexing and filing of patients' medical records; patient management; patient finance; professional ethics; use of forms used by Medicare, Insurance, Workman's Compensation and Welfare Departments. Setting up and maintaining practical financial records.

Economics

Economics 101—Principles and Problems of Economics (5-0-5). Fall.

A study of the principles behind the economic institutions of the present time and an examination of some of the economic problems in the modern world.

Economics 102—Principles and Problems of Economics (5-0-5). Winter. Prerequisite: Economics 101.

A continuation of the study of economic principles and problems begun in Economics 101.

Economics 125T—Elementary Economic Statistics (5-0-5).

An introduction to presentation and analysis of quantitative economic data. Statistical sources, table reading, chart making; elementary statistical procedures and their economic interpretation; introduction to index and time series analysis.

Economics 126—American Economic History (5-0-5).

The growth and development of economic institutions in the United States from the colonial period to the present with major emphasis on the period since 1860. It will deal with agriculture, industry, labor, domestic and foreign commerce, transportation, money and banking, and finance.

Economics 127T—Money and Banking (5-0-5). Prerequisite: Economics 102.

The role of money in the economic organization; monetary theory; methods of stabilizing the price level; the integration of financial institutions; theory of bank deposits and elasticity of bank currency; discount policy and the interest rate of central banks; methods of regulating credit and business activities.

Economics 128T—Principles of Marketing (5-0-5). Prerequisite: Economics 102.

Principles and methods involved in the movement of goods and services from producers to consumers; marketing functions; marketing manufactured goods, raw materials and agricultural products; proposals for improving the marketing structure.

Economics 129T—Labor Economics (5-0-5). Prerequisite: Economics 102.

An analysis of the background and origin of our modern labor organizations and their remarkable growth in recent years.

Special emphasis is placed on the social and economic aspects of our labor problems including the study of wages, working conditions, unemployment problems, the movement toward shorter hours, workers welfare plans, labor organizations and the outlook for future developments along these lines.

Economics 130T—Personnel Administration (5-0-5). Prerequisites: Psychology 201 and Economics 101.

A study of the principles and practices in the field of the administration of human relations and industry. Emphasis is given to scientific techniques and devices in the development of a well-rounded personnel program.

Economics 132T—Investments (5-0-5). Prerequisite: Economics 127T.

A study of stock and bonds, market operations, investment mathematics, investment policies and financial statements.

Economics 133T—Business Finance (5-0-5).

Financial promotion and organization of business firms; problems of financial administration; failures; financial rehabilitation.

Education

Education 201—Orientation to Teaching (5-0-5). Winter.

For the beginning or prospective teacher, this subject offers a broad understanding of the American spirit in education, the place of the school in society, its growth and changing function as a social institution. The problem and discussion approach is used.

Education 206—Educational Psychology (5-0-5).

Special emphasis is placed upon developing competencies on the part of the prospective elementary and high school teachers in understanding and applying the psychological principles involved in the growth and development of children and youth. Supervised visits will be made to schools for observation and study.

Engineering

Engineering 101—Engineering Drawing (0-6-2). Fall and Winter. Prerequisite: One year of plane geometry in high school or Mathematics 8.

Topics of study include lettering; the use of the instruments; orthographic projection; auxiliary views; sections and conventions.

Engineering 102—Engineering Drawing (0-6-2). Winter and Spring. Prerequisite: Engineering 101.

Topics of study include drawing conventions; dimensions; pictorial representation; threads and fastenings; shop processes; technical sketching; working drawings; pencil tracing on paper, reproduction processes.

Engineering 103—Engineering Drawing (0-6-2). Spring. Prerequisite: Engineering 102.

Topics of study include technical sketching of piping and fittings; working drawings; ink tracing on cloth; working drawings from assemblies and assemblies from working drawings.

Engineering 109—Applied Descriptive Geometry (0-6-2). Spring. Prerequisite: Engineering 102.

Topics of study include the solution of problems involving points, lines, and planes by use of auxiliary views; the solution of problems involving points, lines, and planes by revolution methods; simple intersections; developments of surfaces; an introduction to warped surfaces. Practical applications are emphasized.

English

Students will be assigned to freshman English according to results of tests taken before the beginning of the term.

English 100—Freshman English (4-2-5). Fall, Winter and Spring.

This is a course in expository writing. An effort is made to gain a thorough knowledge of sentence structure. Through practice, the student tries to achieve logical, coherent, and correct expression. A

handbook of composition is used, and models of good writing are studied.

Students who are placed in English 100 will also be required to spend two hours a week in the reading laboratory. Successful completion of this work will be necessary in order to receive credit for English 100.

Students who are assigned to this course must make a grade of C before taking English 101.

English 101—Freshman English (5-0-5). Fall, Winter and Spring. Prerequisite: Assignment to this course is based on entrance test results or the successful completion of English 100.

This is a course in writing in which the aim is the achievement of a standard acceptable in any professional field. Through practice and the study of models, the student works toward clarity, unity, coherence, correctness, and worthwhile subject matter. A library paper is written during the term.

English 102—Freshman English (5-0-5). Fall, Winter and Spring. Prerequisite: English 101.

Literature studied in this course comes from the two principal early sources of our culture: early Greek literature and the Bible. The works read are the *Iliad*, the *Odyssey*, Greek drama, Genesis, the Saul-David story in Samuel and Kings, and the Prophets.

English 201—Sophomore English (5-0-5). Fall, Winter and Spring. Prerequisite: English 101.

The study of literature continues with Shakespeare, poetry, novels, and short stories through the nineteenth century.

English 202—Sophomore English (5-0-5). Fall, Winter and Spring. Prerequisite: English 101.

Modern literature, including novels, poetry, and drama, is studied.

It is advised that students take the three Literature Courses in sequence.

English 227—Modern Drama (5-0-5). Fall.

Class reading and discussion of modern plays from Ibsen's "Ghosts" to Miller's "Death of a Salesman." The course is centered on appreciation of drama and improving of oral interpretation through reading selected plays aloud.

(Not offered in 1961-62.)

English 228—Fundamentals of Speech (5-0-5). Winter.

Basic principles and practices of speech. The course gives some attention to the physiological make-up of the speech mechanism, phonetics, gesture, articulation, pronunciation, and regional speech differences. However, it consists primarily of practicing the fundamentals of speech through a wide variety of formal, informal, extemporaneous, impromptu, and group participation speech exercises.

English 230—Principles of Theatre Art (5-0-5). Spring.

A study and discussion of the fundamentals involved in the development of dramatic art and in the staging methods which have been and are now utilized in producing drama. The course will develop chronologically and will relate directly to historical events and to the changing form and method of writing for the stage.

(Not offered in 1961-62.)

French

French 101-102—Elementary French (10-0-10). Fall and Winter.

A course for beginners. The spoken language is studied as well as grammar and reading. No credit for graduation will be given until the sequence is completed. No credit will be given for these courses if two years of high school French have been presented for entrance credit.

French 201—Intermediate French (5-0-5). Spring. Prerequisite: Two quarters of college French or two years of high school French.

Review grammar, oral practice, reading of selected texts.

French 202—Intermediate French, continued (5-0-5). Winter. Prerequisite: Three quarters of college French or three years of high school French.

Further reading of texts, oral and composition practice.

French 204—French Classical Drama (5-0-5). Spring. Prerequisite: French 202.

Selected plays of Corneille, Moliere and Racine.

Geography

Geography 111—World Human Geography (5-0-5).

A survey of world human geography, emphasizing population characteristics, topographic features, distribution of economic activities and geo-political problems within the major geographical regions. Consideration of adequacy of resources to support expanding world populations.

German

German 101-102—Beginning German (10-0-10). Fall and Winter.

Drill upon pronunciation and elements of grammar, conversation and the training of the ear as well as the eye. German is used as much as practicable in the classroom instruction. The course includes reading of texts and translations, conversation, dictation, and dialogues.

No credit for graduation is allowed until sequence is completed.

No credit will be given for these courses if two years of high school German have been completed.

German 201—Intermediate German (5-0-5). Spring. Prerequisite: Two quarters of college German or two years of high school German.

Grammar review and comparative grammar are studied for the purpose of enabling students to write compositions. Short stories are read; and conversation is practiced.

Health

Health 111—Personal and Community Health Problems (5-0-5).

This course considers the meaning of health and factors influencing health behavior; health problems as related to the individual; overview of world, national, state and local health problems; community health organizations; mobilizing and evaluating community health resources. The legal aspects in community health and the laws governing reportable diseases is given special attention.

History

History 100—Survey of American History (5-0-5).

This course is designed to satisfy the state law requiring that all students receiving degrees shall pass an examination on the history of the United States and of Georgia.

History 114—An Historical Introduction to Contemporary Civilization (5-0-5). Fall and Winter.

This course comprises a chronological survey of the main currents of political, social, religious and intellectual activity in Western Civilization from the time of the ancient Mediterranean civilizations to the present era. Selected topics and periods are studied in greater detail by a careful reading of works by Plato, Dante, Machiavelli, Descartes and others. Classes will meet three hours a week for lectures by the history staff and two hours a week in small groups for discussion.

History 115—A Continuation of History 114 (5-0-5). Spring and Summer.

(For History 114 and 115 classes will meet three hours a week for lectures by the history staff and two hours a week in small groups for discussion.)

History 224—History of England (5-0-5). Winter.

A study of English political and social institutions from early times to the present with special emphasis given to developments since the Tudor period.

History 225—Recent European History (5-0-5). Fall.

This course is designed to provide an opportunity for detailed study of major national and international developments in European affairs from about 1870 to the present time. Special emphasis is devoted to the First World War and new developments in Europe following that war and the complex of world events which preceded the Second World War.

History 226—Recent American History (5-0-5). Winter.

This course has as its purpose the examination of the most important events and movements, political, social and cultural, in American life from about 1865 to the present time.

Home Economics

Home Economics 232—Nutrition (5-0-5).

The requirements of different individuals for energy, protein, minerals and vitamins; foods as a source of daily requirements, and the relation of food and the state of nutrition of an individual to physical fitness.

Home Economics 235—Nutrition Education for Teachers (5-0-5).

A study of the diet habits of Georgia school children and the relation of nutrition to health. Emphasis is placed on how teachers can enrich school and community programs and improve the health of school children through nutrition education.

Mathematics

Mathematics 8—Plane Geometry (5-0-5).

Topics of study include rectilinear figures, congruent triangles, the circle, similar figures and polygons.

(Students will not receive college credit for this course if they have completed one unit of high school credit in geometry.)

Mathematics 9—Intermediate Algebra (5-0-5). Fall, Winter and Spring.

Some basic concepts of plane geometry are considered; included are: the fundamental axioms, congruence and similarity of triangles, quadrilaterals, and some three-dimensional figures. The arithmetic of positive integers and positive rational numbers is first studied, then the concepts are generalized to include negative and irrational numbers. The study of roots and exponents leads to a treatment of polynomials and factoring, and rational and irrational expressions. Some methods of solving linear and quadratic equations and, also, systems of linear equations are introduced.

Mathematics 101—College Algebra (5-0-5). Fall, Winter and Spring. Prerequisites: Two units high school algebra or mathematics 9.

After a survey of the real number system the concepts of function and graph of a function are studied thoroughly; the order relation and the solution of inequalities are both stressed. An introduction to the theory of complex numbers precedes the theory of equations. System of equations are solved by methods of matrices and determinants. The binomial theorem and elementary probability theory are introduced through a study of permutations and combinations. Mathematical induction is approached through a study of sequences, and is applied to sequences of statements.

Mathematics 102—Trigonometry (5-0-5). Winter and Spring. Prerequisite: Mathematics 101.

A thorough study of exponential and logarithmic functions precedes the development of the usual properties of logarithms, and methods of computation. The trigonometric functions of a real number are defined using the unit circle definition. The study of trigonometric identities is followed by: periodicity, boundedness, and amplitude, and the trigonometry of triangles. Some further theory of complex numbers with DeMoivre's Theorem is presented. After some general theory of inverse functions is studied, the inverse trigonometric functions and trigonometric equations are presented.

Mathematics 103—Mathematics of Finance (5-0-5). Spring. Prerequisite: Mathematics 101.

This course gives that background necessary for dealing with problems found in banking, real estate, financing, and accounting; the operation of the compound-interest law in business; simple problems concerning bonds, sinking funds, valuation of properties and annuities. Practical problems in these fields will be emphasized. The necessary aids and short cuts and use of tables and logarithms will be studied.

Mathematics 104—Analytic Geometry and Calculus (5-0-5). Spring. Prerequisite: Mathematics 102.

First, some review topics from algebra are considered. From analytic geometry the concepts of coordinates, graphs of equations, the distance formula, and equations of lines are presented. The fundamental concept of the calculus, the concept of limit of a function, is carefully presented using the epsilon-delta definition; the limit theorems are proved. Thus, a foundation for the study of continuity and differentiability is laid. Applications of the derivative include a thorough study of the extrema of functions and inflection points.

Mathematics 201—Calculus (5-0-5). Fall. Prerequisite: Mathematics 104.

Conic sections are first studied. The development of the definite integral by using Riemann Sums is based upon some properties of the real numbers, e.g. least upper and greatest lower bounds of sets of real numbers, and the completeness property. A study of the intermediate value theorems is followed by some applications of the integral. Differentiation of transcendental functions, and elementary formal integration are also considered.

Mathematics 202—Calculus (5-0-5). Winter. Prerequisite: Mathematics 201.

Methods of advanced formal integration which include integration by parts and partial fractions are studied. Some applications are: Simpson's Rule, centroids of solids of revolution and of a plane area. Basic properties of continuous and differentiable functions are considered carefully. Methods of parametric equations and polar coordinates are studied with applications. The theory of infinite series includes differentiation and integration of power series.

Mathematics 203—Calculus (5-0-5). Spring. Prerequisite: Mathematics 202.

Solid analytic geometry precedes a study of vectors in two and three dimensions. Partial differentiation is carefully presented, and a proof of the Fundamental Theorem of Algebra is given. Multiple integration is presented with applications. Cylindrical and spherical coordinates are also considered.

Music

Music 110—Music Theory. (5-0-3). Fall.

An introduction to the fundamentals of music theory through sight-singing, dictation, part-writing and keyboard harmony. The ability to read notes is essential for this course.

Music 111—Music Theory (5-0-3). Winter.

A continuation of Music 110 with emphasis on part-writing of triads and their inversions, the dominant seventh chord, sight-singing, dictation and keyboard harmony.

Music 112—Music Theory (5-0-3). Spring.

A continuation of Music 111 through derivations and inversions of the dominant seventh chord, triads on all degrees and secondary seventh chords, sight-singing, dictation and keyboard harmony.

Music 200—Music Appreciation (5-0-5). Spring.

A course designed to help the student understand and enjoy fine music. Analysis of form, style and mediums of musical expression from the great periods of musical art. Lectures, discussions and recorded sessions comprise the course.

Applied Music Courses

Applied music courses consist of private instruction in voice or an instrument. Two hours credit is received per quarter with six hours credit possible per year. A special applied music fee is charged for these courses as indicated under the course descriptions.

No practice facilities are available at the college. The student must have access to private practice facilities in order to enroll for applied music courses.

Music 116 a,b,c—Woodwind Instrument. 2 hours credit per quarter. One one-hour private lesson per week. Special fee \$48.00.

Music 117 a,b,c—Violin. 2 hours credit per quarter. One one-hour private lesson per week. Special fee \$48.00.

Music 118 a,b,c—Piano. 2 hours credit per quarter. One one-hour private lesson per week. Special fee \$48.00.

Music 119 a,b,c—Voice. 2 hours credit per quarter. One one-hour private lesson per week. Special fee \$45.00.

Music 216 a,b,c—Woodwind Instruments. 2 hours credit per quarter. A continuation of Music 116c. Special fee \$48.00.

Music 217 a,b,c—Violin. 2 hours credit per quarter. A continuation of Music 117c. Special fee \$48.00.

Music 218 a,b,c—Piano. 2 hours credit per quarter. A continuation of Music 118c. Special fee \$45.00.

Music 219 a,b,c—Voice. 2 hours credit per quarter. A continuation of Music 119c. Special fee \$45.00.

Philosophy

Philosophy 110—Introduction to Philosophy (5-0-5).

The fundamentals of philosophy, the meaning and function of philosophy, the vocabulary and problems of philosophy, and the relation of philosophy to art, science and religion. Includes a survey of the basic issues and major types in philosophy, and shows their sources in experience, history and representative thinkers.

Philosophy 222—Honors Seminar (5-0-5.)

The Honors Seminar will study some aspects of the nature of man in the natural world. The aim of the seminar will be to integrate what has been approached as specialization in the general curriculum. Instructors from the natural sciences, the humanities and the social sciences will serve as discussion leaders.

This course is open by invitation to sophomores placed on the Permanent Dean's List at the end of their freshman year and to other sophomores who are recommended by their advisors.

Physical Education

Physical Education 111—Conditioning Course (0-3-1). Fall.

Consists of calisthenics, stunts and tumbling, lifts and carries, road work, duel combatives, and simple games.

Physical Education 112—Team Sports (0-3-1). Winter.

Consists of basketball, soccer, speedball and volleyball.

Physical Education 113—Elementary Swimming (0-3-1). Spring.

**Physical Education 114—Officiating of Basketball (1-3-2). Winter.* Prerequisite: P. E. 112 or equivalent.

Consists of a study of rules interpretation and actual experience in coaching and officiating in class and intramural games. Elective credit, except when substitute for P. E. 112.

**Physical Education 204—First Aid (3-0-1). Winter.*

The American Red Cross standard course in first aid.

Physical Education 201—Elementary Tennis (0-3-1). Fall.

**Physical Education 203—Senior Life Saving and Instructors' Course in Swimming (2-3-2). Spring.* May be substituted for Physical Education 113.

Physical Education 205—Folk Rhythms (0-3-1). Spring.

*Elective unless substituted as written in course description.

Physical Education 206—Modern Dance for Women (0-3-1). Winter.

Physical Education 207—Tap Dance for Beginners (0-3-1). Winter.

Physical Education 208—Adult Recreative Sports (0-3-1). Spring.

Physical Education 233—Trampoline (0-3-1). Winter.

Physical Science

Physical Science 101 (5-0-5). Fall. No prerequisite.

A study of the scientific method and its use in man's solutions of problems in his physical environment. The student learns the fundamentals of physics and acquires familiarity with the basic formulas and principles. He learns the similarity of the application of principles involving small particles to larger or planetary particles. If student has completed a course in college physics, no credit will be given for this course.

Physical Science 102 (5-0-5). Winter. No prerequisite.

A continuation of Physical Science 101. In this course emphasis is placed on the study of the principles of inorganic and organic chemistry with some examples of the application of chemistry in household, industry, medicine, biology, geology, etc. Here the knowledge of the structure of the fundamental particles of matter (atoms and molecules) is used in the study of the classification of the simple components of matter (elements) and the changes which they undergo to form more complex substances (compounds). If the student has completed a course in college chemistry, no credit will be given for this course.

Physical Science 103 (5-0-5). Spring. No prerequisite.

A survey of elementary geology and astronomy. This course covers what might be termed a "Biology of the Earth", concerning itself with earth materials, weather and climate, rocks and minerals, erosion and sedimentation, vulcanism and diastrophism, the law of uniform change and earth history as interpreted from the rock record. Upon completion of this phase the course progresses to the astronomy phase and the study of the stars and galaxies. Starting with the planetary system of our own sun, the study proceeds to the other stars and stellar systems, including, of course, the nebulae. Finally, the course covers general relativity and cosmology, entering the frontiers of Physical Science to conjecture on the "science of tomorrow."

Physics

Physics 204—General Physics—Mechanics (4-2-5). Fall.

Prerequisite: Mathematics 101 and 102 or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of mechanics. Force and motion, work and power, energy, torque, and properties of gases are included.

Physics 205—General Physics—Electricity (4-2-5). Winter. Prerequisites: Math 101 and 102 or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of magnetism, electric circuits, electric energy and power, electromagnetic induction, and principles of alternating current.

Physics 206—General Physics—Heat, Sound, and Light (4-2-5). Spring. Prerequisite: Math 101 and 102 or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of heat, sound and light. Under heat will be studied temperature measurement, thermal expansion, heat quantities, heat transfer, and thermodynamics. The study of sound includes wave motion, sound waves, and acoustics. Light includes reflection, refraction, spectra, color, and optics.

Physics 207—Mechanics, Sound and Heat (5-3-6). Fall. Prerequisite: Mathematics 104 or 201. (This course may be taken concurrently.)

Physics 207, 208 and 209 together constitute a thorough course in basic physics for engineering students. This course includes classical physics, and an introduction to modern physics (to which more than one quarter of the three courses is devoted) including the quantum theory of radiation, atomic structure, relativity, X-Ray, wave versus corpuscular propagation, natural radioactivity, nuclear reactions, and artificial radioactivity, nuclear energy and cosmic rays, and the fundamental particles.

The five classroom hours each week include some lectures and films, but the solution of a large number of problems is required, including application of the elements of the calculus.

The laboratory work is designed to give practice in the art of making precise measurements, proficiency in the manipulation of apparatus and added familiarity with some of the concepts of physics. The theory of errors is stressed enough to give students the ability to decide under what conditions the greater expense of more precise measurements is justified.

Physics 207 is an intensive course in mechanics, sound and heat. It includes the study of statics, kinetics, friction, work, power, energy,

momentum, machines, elasticity, fluid mechanics, harmonic motion, wave motion and vibrating bodies, temperature-expansion, heat transfer, work and heat, and the laws of thermodynamics.

Physics 208—Electricity, Magnetism and Basic Light Through Optics. (5-3-6). Winter. Prerequisite: Mathematics 104 or 201.

Physics 208 is an intensive course in electricity, magnetism, and optics. It includes the study of the ideal gas and the atomic view of matter, static electricity, current electricity, magnetism, magnetic fields, electromagnetic induction, capacitance, inductance, alternating currents, electrical instruments, electromagnetic waves, nature and propagation of light, reflection and refraction, mirrors and lenses, optical instruments.

Physics 209—Light Phenomena and Modern Physics. (5-3-6). Spring. Prerequisite: Mathematics 104 or 201.

Physics 209 continues the study of the phenomena of light, including interference, diffraction, and polarization; and then proceeds into modern physics via the quantum theory of radiation, atomic structure, and the theories of relativity (see Physics 207, above). During this quarter laboratory work is on a "senior course" level and is designed to encourage independent thought and to deviate definitely from the somewhat stereotyped work of the preceding quarter.

Political Science

Political Science 112—The Governments of Foreign Powers. (5-0-5).

A study is made of the leading modern political theories, and attention is paid to the structure and powers of the major foreign governments.

Political Science 113—Government of the United States (5-0-5). Fall, Winter and Spring.

A study is made of the structure, theory, and workings of the national government in the United States and some of the major problems of the state and local government. The course shows how developmental practice has created our government as it stands today.

Psychology

Psychology 100—Psychology of Adjustment (5-0-5). Fall, Winter, and Summer.

This course is an orientation into college and into the choice of a career. Objective aids developed in the field of psychology will

be used to discover effective ways of learning in general, and of studying in the college setting. Methods of objective measurements of a person's intelligence, interests, special aptitudes and personality traits will be explored and demonstrated. These will be applied to problems of educational, vocational, and special interest training. Insofar as possible each student will have an opportunity to develop projects in the fields that will be useful in his own plans for education and career. Special emphasis is placed upon the understanding of learning processes and the motivation of behavior.

Introductory Psychology 201, 202 (10 quarter hours).

Full 5 hour credit is granted for Psychology 201, Elements of Psychology, taken singly. Psychology 202, Applications of Psychology, may be elected to complete the two quarter sequence provided that its prerequisite, Psychology 201, has been completed.

Psychology 201—Elements of Psychology (5-0-5). Fall, Winter, Spring, and Summer.

Psychology studies individual behavior by use of various adaptations of scientific observation. This course works with the evidence and concepts pertaining to primary behavior processes which systematic observation has explored. These topics, basic to understanding human behavior, include scientific methodology in psychology, heredity and patterns of growth, processes of learning and retention, adjustment processes as affected by motivation, emotions, and adaptations to frustration and conflict, sensory-perceptual processes leading to objective observation, and the use of these interacting processes for thinking purposefully, objectively, logically and creatively. By the end of the course the student is expected to be able to see these processes interacting in a given example of behavior.

Psychology 202—Applications of Psychology (5-0-5). Spring. Prerequisite: Psychology 201.

The findings, methods and concepts explored in Psychology 201 are applied during this course in four areas of practical investigation. First, an introduction to Experimental Psychology will use class projects to give practical experience in setting up designs for controlled observations. Second, an introduction to Social Psychology will use class projects to give practical experience in some field study and statistical methods of observation in social research. Third, an introduction to Tests and Measurements of individual differences (intelligence, achievement, aptitude and personality) will use class projects on the design and use of psychological tests to demonstrate the clinical and statistical methods of observation. Fourth, an introduction to Clinical and Abnormal Psychology will use the life study and case study methods of observation by exploring and observing the dynamics

of emotional sickness as it relates to emotional health. Direction of each section of this course will rotate among members of the psychology faculty.

Psychology 203—Social Psychology (5-0-5). Fall and Spring. Prerequisite: Psychology 201.

This course centers on a study of the individual's interaction with his social groups (family, friendship groups, clubs, church groups, community groups). Forces of need, emotion and interests that bind the individual to his groups and the dynamic forces of group interaction are analyzed. The live laboratory of the class itself is used for experiencing the processes of communication and interaction in a group setting. Special topics of attitude formation, leadership, group conflicts, social stratification, mass communication, propaganda, public opinion formation and methods of changing group patterns are studied by consulting the reports of responsible studies and by group projects.

Psychology 204T—Applied Industrial Psychology (5-0-5). Prerequisite: Psychology 201.

This course applies psychology to special problems in industry. A study is made of causation in behavior, leadership, testing, training and fatigue, with a view to developing the technique of working with superiors, associates and subordinates. Methods of objective measurements of a person's intelligence, interests, aptitudes and personality traits will be explored and demonstrated. Special problems of personnel management and production will be considered.

Psychology 205—Developmental Psychology (5-0-5). Prerequisite: Psychology 201.

This course presents tested information on how growth, development and learning affect the behavior of human beings from conception through childhood and adolescence. Systematic study of responsible research in this field, from life-study, clinical and experimental research methods, is the basis for class seminar and lecture. To supplement study of the literature projects are planned for direct observation of child behavior in a nursery school, in various elementary school classes and in informal settings. When possible, special areas receive special study, such as testing programs, problems of exceptional children, child therapy or typical problems in child-parent relations and child placement.

Russian

Russian 101-102—Elementary Russian (10-0-10).

This course consists of grammar, composition, conversation, reading and dictation. No credit will be allowed toward graduation until the sequence is completed.

Social Science

Social Science 104—Contemporary Georgia (5-0-5).

A study of current economic and social statistics as pertaining to agriculture, industry and commerce; population trends and governmental organizations and problems.

Sociology

Sociology 201—Introductory Sociology (5-0-5). Fall, Winter, Summer.

Sociology is the scientific study of human behavior at the group level. This course presents material which has been gathered by systematic and objective studies of human society. Material is introduced from the fields of cultural anthropology and social psychology. In this way an understanding is gained not only of the function of culture as a factor in the socialization of the individual but also of the role of the individual as a member of his own society. Attention is then turned to some of the major institutions of this society, and finally to a theoretical consideration of the operation of social processes.

Sociology 202—Marriage and the Family (5-0-5). Winter, Spring.

This course is designed as a functional approach to the study of the problems of marriage in our society. As a background to a study of the family as an institution marriage customs and family relationships from other cultures are studied. The rest of the course focuses on the individual within our own culture. Each stage in the preparation for marriage is discussed: dating, courtship, engagement, marriage, adjustment to money, sex, religion, in-laws, friends and children. A prominent physician is guest lecturer on specialized information affecting the physical adjustment to marriage and parenthood. Other guest lecturers include representatives from the legal and insurance professions. In this course the student is provided with information which will encourage a mature and objective approach to the problems and responsibilities inherent in marriage and family relationships in our present-day society.

Sociology 203T—Community and Social Problems (5-0-5). Winter and Spring.

The purpose of this course is to study the facts, problems, and programs of community life, using Savannah and Chatham County as resources to supplement information from responsible scientific studies available in the professional literature. In addition to exploring the nature and origins of social problems in general, attention will be di-

rected to such special areas as community physical and mental health, problems of poverty, unemployment, education, government, juvenile and adult crime, care for dependent children, housing, recreation, resources for the aged, problems of community planning, and group conflicts. The course will include seminar discussion, individual study of some problems of special interest, guest speakers and selected field trips. This additional knowledge, understanding and experience with systematic study of community life is aimed to contribute to the student's constructive involvement, as a citizen, in the life of his community.

Spanish

Spanish 101-102—Elementary (10-0-10). Fall and Winter.

These courses are for the purpose of providing the student with the elements of Spanish reading, composition and conversation. No credit for graduation will be given until sequence is completed. No credit will be given for these courses if two years of high school Spanish have been completed.

Spanish 201—Intermediate (5-0-5). Spring.

Prerequisite: Two quarters of college Spanish or two years of high school Spanish.

This course gives the student an opportunity to review the elements of Spanish grammar, conversation and readings.

Spanish 202—Intermediate (5-0-5).

Prerequisite: Spanish 201.

Continuation of Spanish 201.

Spanish 203—Survey of Spanish-American Literature (5-0-5).

Prerequisite: Spanish 202.

Outline of Spanish-American Literature and critical appreciation.

TECHNICAL INSTITUTE COURSES

Courses are designated as follows:

GT—General Technology for courses which are common to several concentrations.

CT—Chemical Technology.

IT—Industrial Technology.

BCT—Building Construction Technology.

Elec. T—Electronic and Communications Technology.

Civ. T—Civil Technology.

MT—Mechanical Technology.

General Technology

**GT 111—Industrial Safety* (1½-0-1½).

A basic study of industrial accident prevention considering the nature and extent of the accident problem. A practical study is given the technique for control of industrial hazards together with the fundamentals of good organization.

**GT 112—Public Speaking* (3-0-3). Prerequisite: English 101 or the equivalent.

Study and practice in the fundamentals of public speaking. The subject includes training in selecting a subject, obtaining and organizing material, and presenting speeches effectively. Each student makes several speeches before an audience.

**GT 113—Technical Report Writing* (3-0-3). Prerequisite: English 101 or the equivalent.

Study of the fundamentals of technical writing style and mechanics with practice in preparing reports of various types most likely to be used on the job by technicians.

Technical Mathematics

These courses are specifically designed for students who intend eventually to enter some field of technology. Special emphasis has been placed on the applications of mathematical principles to a wide range of specific engineering situations.

GT 114—Technical Mathematics I (5-0-5).

This course covers the slide rule, a review of arithmetic and geometry, basic algebra, analytic geometry, more advanced algebra, and logarithms. (Mathematics 101 may be taken instead.)

GT 115—Technical Mathematics II (5-0-5). Prerequisite: GT 114.

This course consists of an introduction to analytical trigonometry, numerical trigonometry of the right triangle, oblique triangles and applications of numerical trigonometry, and vector algebra. (Mathematics 102 may be taken instead.)

GT 120—Technical Mathematics III (5-0-5). Prerequisite: GT 115.

An application of mathematics to problems ordinarily not solvable by algebra or trigonometry. The subject consists mainly of an introduction to differentiation and integration. The application of the calculus

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is directed toward problems pertinent to the student's major field of study. (Mathematics 104 and 201 may be taken instead.)

GT 121—Applied Higher Mathematics (5-0-5).

A continuation of GT 120 with operational techniques.

Building Construction Technology

BCT 121—Graphics (3-9-6). Prerequisite: Engineering 101.

An introductory study in architectural drawing and the principles of visual design. This subject equips the student with a basic knowledge of drawing sections, plans, perspective and presentation drawing in ink.

BCT 142—Construction Materials and Estimates (5-0-5).

An introduction to the materials most commonly used in the erection of structures, and the preparation of material and labor quantity surveys from actual working drawings and specifications.

BCT 211—Wood and Steel Construction (3-6-5). Prerequisite: Civ. T 143.

A study of the design of beams, girders and columns in both wood and steel. Included is a study of the various timber fasteners, steel and timber trusses and steel frameworks.

BCT 212—Concrete Construction (3-6-5). Prerequisite: Civ. T 143.

A study of the properties of reinforced concrete with the determination of direct stresses and bending stresses in beams, slabs, girders and columns. Laboratory work consists of problems and a study of the methods of testing various concrete members.

BCT 222—Building Design I (3-9-6). Prerequisites BCT 121 and BCT 142.

Residential Design. This subject requires of each student a complete presentation drawing, a complete set of working drawings and a complete set of specifications for a dwelling house. Scale models will be built from working drawings by groups of students.

BCT 223—Building Design II (3-9-6). Prerequisites: BCT 222 and BCT 211.

Architectural design, working and structural drawings of more complex structures than those studied in BCT 222. Structural computations are required.

BCT 224—Building Design III (3-9-6). Prerequisite: BCT 223.

A continuation of BCT 223.

BCT 231—Architectural History (3-0-3).

A study of the progress of architecture. The material covered includes a review of architectural forms from early Egyptian to modern Engineered Architecture.

BCT 243—Building Equipment (3-0-3). Prerequisite: Physics 206.

A brief survey of the principles of heating, ventilating, plumbing, air-conditioning, lighting and electric wiring of buildings from the construction point of view.

Chemical Technology

CT 120—Introduction to Industrial Statistics (3-0-3). Prerequisite: Mathematics 101.

An introduction to the application of statistical analysis to technical problems. The concept of distributions is developed, simple tests of significance and linear correlation are discussed. Emphasis is placed upon the practical application of statistics rather than upon theory.

**CT 121—Experimental Design (3-0-3).* Prerequisite: CT 120.

Advanced statistical work, including problems in the determination of the proper procedure to be followed in gaining maximum information from given data. A study of experimental methods designed to produce adequate result data at a minimum expenditure of time and money.

**CT 140—Basic Wood Technology: Pulping. Pulp Preparation and Pulp Testing, Part I. (4-0-4).* Prerequisite: Chemistry 101, 102.

A brief summary of all commercial pulping processes in use, including a study of wood species, chemicals used, cooking conditions, characteristics of pulp, and recovery processes. Also included is a thorough study of pulping processes now in widespread use in the South, with emphasis on the sulphate pulping of pine.

**CT 141—Basic Wood Technology: Part II. (2-4-4).*

A comprehensive review of standard mill and laboratory pulp testing equipment and procedures. The interrelationships of different pulp properties are studied, together with the theoretical and practical considerations of permanganate number and other measures of the degree of pulping.

**CT 142—Paper Making, Paper Converting, and Paper Testing, Part I. (4-0-4).* Prerequisite: CT 141.

The study of the function and operation of the various machines used for the conversion of pulp to the finished product, including the

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component parts and associated equipment of the fourdrinier machine. A survey of the leading types of machines used in the further processing of paper and paperboard for the production of bags, boxes and similar products.

**CT 143—Paper Making, Paper Converting, and Paper Testing, Part II. (2-4-4).*

A study of the physical properties of paper and paperboard with emphasis on the characteristics commonly tested. Details of the construction, principle and operation of testing equipment are studied.

**CT 150—Organic Chemistry (5-0-5).*

Prerequisites: Mathematics 102 and Chemistry 280b.

A classroom survey of the type of organic compounds, their names and structures, preparation, properties and reactions, including electronic mechanisms involved in the reactions.

**CT 151—Industrial Chemical Analysis (3-0-3).* Prerequisite: Chemistry 280b.

The application of chemical principles to industrial processes of water treatment, paper manufacture, waste disposal, acid manufacture and various other related processes in the paper industry.

CT 160—Material Balances (3-0-3). Prerequisite: Mathematics 101 or GT 114, Chemistry 101, 102, Physics 204, 205, 206.

This course is designed to give intensive, qualitative training in the practical applications of the principles of chemistry and physics to the solution of problems associated with industrial chemical processes. This portion of the course is mainly concerned with establishing material flows through process, including the development of methods of predicting mis-information from generalized principles.

CT 161—Energy Balances (3-0-3). Prerequisite: CT 160.

A continuation of Civ. T 160 to include the energy requirements of chemical process. Insofar as possible the problems are related to actual data from operation in a kraft paper pulp mill.

**CT 162—Elementary Chemical Process (4-0-4).* Prerequisites: Chemistry 280b, CT 160.

A study of the transformation of energy and heat transfer, evaporation, distillation, drying, and flow of fluids.

**CT 164—Wood Structures and Properties (3-2-4).* Prerequisites: Chemistry 101, 102, Physics 204, 205, 206.

A course covering the basic process of the formation of wood fibers in the living plant and the changes which occur during and after the

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life of the plant. A resume of physical and chemical characteristics of southern woods, and the means by which these characteristics may be controlled or altered.

*CT 165—*Industrial Chemistry* (4-0-4). Prerequisite: Chemistry.

The course covers fundamental chemical processes and reactions used in the manufacturing of a large variety of chemical compounds. It also gives a general view of the problems of the chemical industry.

Civil Technology

Civ. T 121—*Elementary Surveying* (3-9-6). Prerequisite: Mathematics 102 or GT 115, or concurrently.

Construction, care and use of surveying instruments; theory and practice of chaining; differential and profile leveling; traversing; computation of areas and earthwork; theory and practice of stadia and its application to topographic surveying; U. S. Gov't. system of public land surveys; reduction and plotting of field notes; the interpretation and plotting of field notes of topographic surveys.

Civ. T 122—*Route Surveying* (3-6-5). Prerequisite: Civ. T 121.

Reconnaissance, preliminary location and construction surveys for routes of all kinds, including simple, compound and reverse curves used on highways and railroads; superelevation of curves; computations of earthwork; construction of quantity, mass and haul diagrams. For a final project each laboratory group must lay out a complete highway location with each student submitting a complete set of plans, profiles, cross sections and earthwork computations for this location.

Civ. T 131—*Highway Construction* (3-0-3). Prerequisite: Civ. T 122.

A study of highway location, grading, drainage, surfacing, maintenance and administration.

Civ. T 143—*Mechanics of Materials* (5-3-6). Prerequisites: Physics 204 and Mathematics 102 or GT 115.

A study of coplanar forces and force systems, truss solutions, force systems in space, friction and centroids; direct stress, properties of materials, riveted and welded joints, torsions stresses in beams, beam deflection, and columns.

Civ. T 212—*Structural Drafting I* (0-6-2). Prerequisite: Engineering 101.

Structural steel framing practices and preparation of shop drawing for steel fabrication.

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Civ. T 213—Structural Drafting II (0-6-2). Prerequisite: Civ. T 212.

Preparation of detail drawings for concrete structures.

Civ. T 223—Land Surveys (3-6-5). Prerequisite: Civ. T 121.

Theory and practice of land surveying; sub-divisions; filing and recording deeds; U. S. system of land subdivisions. U. S. Coast and Geodetic plane coordinate systems; county and state laws; computations on astronomical observations for azimuth determination. Georgia Land Lot system of land subdivision.

Civ. T 224—Topographic and Contour Surveying (2-6-4). Prerequisite: Civ. T 121.

Theory, description and use of advanced surveying instruments and methods; practice of state and local coordinate systems for cadastral surveys and construction work; field work for the design and construction of engineering projects; use of the Plane Table on topographic surveys; theory, description and purposes of the many types of maps, plans and profiles used by engineers; hydrographic surveying; altimetry.

Civ. T 232—Heavy Construction (3-3-4). Prerequisite: BCT 142.

Heavy construction practices. This subject acquaints the student with the many common pieces of heavy construction equipment and apparatus; operation, use, limitations and maintenance of this equipment are covered along with the methods, organization and management for both large and small jobs. Fields trips are made to construction projects to illustrate the usage of various pieces of equipment.

Civ. T 241—Hydraulics (6-0-6). Prerequisites: Physics 204 and Civ. T 143.

Elementary principles of hydraulics with special emphasis on static pressure, flow through pipes, channels, and over weirs. A survey of the operation of water and sewage treatment plants is included. Several field trips are scheduled.

Electronics & Communications Technology

Elec. T 111—Measurements (3-3-4).

Development of electrical units—Experimental procedures, errors and aids to computation. A comprehensive study of galvanometers, standard cells, bridges and oscilloscopes. Measurements of mutual inductance and magnetic circuits. Laboratory to include the correct procedure in the use of industrial and laboratory test equipment, such as, VTVM, Q meters, frequency meters, etc.

Elec. T 121—Direct Current Circuits (5-3-6). Prerequisite: GT 114.

Fundamental concepts of D-C, including electron theory, Ohm's Laws, Thevinin's and Superposition Theorem and other theorems which aid in the simplification of networks. A comprehensive study of D-C instruments and measurements and their use in the laboratory to determine and verify the basic principles of electricity. Laboratory experiments to coincide with classroom study.

Elec. T 122—Alternating Current Circuits I (5-3-6). Prerequisites: Elec. T 121 and GT 115.

The fundamental study of sinusoidal voltages and current waveforms—the resistive, inductive and capacitive circuits along with their combinations. Series and parallel networks. A comprehensive study of vector analysis and complex notation. Laboratory experiments to coincide with classroom study and to verify theoretical work—become familiar with oscilloscopes.

Elec. T 131—Basic Electronics (5-3-6). Prerequisite: Elec. T 121.

Basic study of the control of free electrons in elementary electronic circuits. Electron emission, classification and characteristics of high-vacuum tubes, tube characteristics curves. Rectification, amplification, amplification factor, trans-conductance plate resistance, load lines, stage gain and basic amplifier circuits. Types of bias. Classification and characteristics of gas-filled, vapor-filled, and cathode ray tubes. Hard-tube and soft-tube voltage regulator circuits. Conversion efficiency, ripple factor and circuit analysis of single-phase, half-wave, full-wave and bridge rectifier circuits.

Elec. T 223—Alternating-Current Circuits II (3-3-4). Prerequisites: Elec. T 122 and Math 104 or GT 120.

Circuit Analysis, polyphase circuits balanced and unbalanced, distribution systems, transformers and transformer connections, rectifier circuits and instrumentation.

Elec. T 232—Industrial Electronics (5-3-6). Prerequisites: Elec. T 122, Mathematics 104 or GT 120, Elec. T 131.

Study of basic industrial electronic circuits and application of these circuits to such devices as electronic timers, voltage regulators, electrostatic air cleaners, motor and generator control systems, photo-electric systems, web and register control systems, and induction and dielectric heating equipment.

Elec. T 233—Advanced Electronics (3-3-4). Prerequisites: Elec. T 261 or concurrently; Elec. T 232.

A study of special electronic circuits, including thyratrons, ignitrons, phototubes, wave shaping circuits, klystrons and magnetrons.

Also more advanced circuitry using conventional tubes—laboratory to include application and illustration of the above circuits.

Elec. T 234—Semiconductors (3-3-4).

Familiarization of transistors, diodes and other semiconductor devices. Theory, application and operational characteristics of semiconductors. Laboratory experiments to include investigation of transistors and other semiconductors circuitry and behavior.

Elec. T 241—Communications Circuits I (5-3-6). Prerequisite: Physics 205.

Study of the operating principles of telephone equipment and circuits. Local-battery and common battery manual exchanges, step-by-step and all-relay automatic exchanges. Basic relay circuits for digital control. Matched transmission lines for audio frequencies, distributed and lumped line constants, pads and attenuators, constant-k and m-derived filters for low-pass, high-pass, band-pass and band-elimination. "Pi", "T", and "LL" sections.

Elec. T 242—Communications Circuits II (3-3-4). Prerequisites: Elec. T 261, or concurrently.

Micro wave technique concepts and practical applications. Impedance-matching concepts and methods, transmission-line circle diagram, propagation, standing waves, basic antenna theory, antennas for low-frequency and high-frequency applications, and high-frequency measuring techniques, including radar and transmitting and receiving systems.

Elec. T 254—Electrical Machinery (3-3-4). Prerequisites: Elec. T 223, or concurrently.

Survey of electrical rotating machines, direct and alternating current. Construction, characteristics, operation and control and industrial applications of d-c, single-phase, a-c and polyphase a-c motors and generators.

Elec. T 261—Communications Technology I (5-3-6). Prerequisites: Elec. T 241, Elec. T 232.

The study of voltage amplification as applied to radio-frequency and audio-frequency circuits. Analysis of amplifier circuits and coupling methods, radio-frequency tuning circuits, regeneration and generation circuits, decoupling networks and basic oscillator circuits. Construction, tuning, and alignment of superheterodyne receivers.

Elec. T 262—Communications Technology II (3-3-4). Prerequisites: Elec. T 233, Elec. T 261.

Advanced study of radio communication circuits. Amplitude-modulated transmitters, power amplifiers, phase inverters, push-pull ampli-

fiers and modulator circuits. Broadcast studio techniques, recorders, and recording and control room equipment.

Elec. T 263—Television Technology (3-3-4). Prerequisite: Elec. T 233, Elec. T 262.

Principles of frequency modulation, methods of modulation and demodulation, FM transmitter and receiver circuits. Federal Communications Commission standards for television transmission. Camera and picture tubes, composite video signal, television receiver circuits, power supplies, video amplifiers, deflection circuits, alignment procedures, transmitters circuits and color television.

Industrial Technology

**IT 120—Manufacturing Processes (3-0-3)*. Prerequisites: Mathematics 101, or GT 114, Physics 204.

This course is designed to familiarize the student with machine tools and basic manufacturing operations.

**IT 121—Production Organization (3-0-3)*. Prerequisites: Economics 101, 102, and IT 120 or approval of the instructor.

Problems in planning for production budgeting, plant location, machinery and equipment selection, building and service selection, maintenance planning, plant layout, materials handling, storekeeping planning, personnel organization, employee selection and training.

**IT 122—Economic Analysis (3-0-3)*. Prerequisites: Business Administration 101 and IT 121 or approval of the instructor.

Problems in economic, financial and intangible analysis. A study is made of the technique of making a decision among alternatives on the basis of comparative cost and suitability. A study of quality control methods is included.

**IT 123—Production and Cost Control (3-0-3)*. Prerequisites: Business Administration 101 and IT 121 or approval of the instructor.

Problems in factory operation, including scheduling, planning and detailed control of production, as well as the analysis and control of costs of manufacturing.

**IT 124—Time and Motion Study (3-0-3)*. Prerequisites: IT 121 or approval of the instructor.

The study of working procedures to determine the best method, the best human motions and the time standard or measure of human efficiency.

*Classes to be conducted at the plant of the Union Bag-Camp Paper Corporation.

*IT 125—*Mechanical Methods* (0-4-2). Prerequisites: Engineering 103, Mathematics 102 or GT 115, IT 124 and Physics 204.

The course is designed to familiarize the student with machine mechanisms and jig and fixture design, including actual designing of simple machines, jigs and fixtures.

*IT 126—*Advanced Time and Motion Study* (3-0-3). Prerequisite: IT 124 or approval of the instructor.

A continuation of IT 124 designed for students specializing in this field.

*IT 127—*Data Presentation* (3-0-3). Prerequisite: IT 124 or approval of the instructor. (CT 120 may be substituted with consent of instructor.)

Problems in graphical and numerical analysis of data. Problems in presenting data in the most efficient and least costly form in terms of time required for use. Simple graphs and charts, alignment charts, families of curves and multi-variable charts.

*IT 128—*Personnel Motivation* (3-0-3). Prerequisite: Psychology 204T.

The course gives primary consideration to human factors in the design, approval and installation of personnel practices, procedures and systems. The case study method is used.

Mechanical Technology

*MT 120—*Tools and Methods* (5-0-5). Prerequisite: Physics 204.

An introduction to the field of metal work and industrial manufacturing. Possibilities and limitations of various machine tools are developed. The characteristics of different materials are covered as well as their adaptability to the various processes. Each process is covered from a technical viewpoint. Correct terms are introduced so that the student will be able to use the language of the engineer or technician.

*MT 122—*Machine Shop* (3-4-5). Prerequisites: Mathematics 102 or GT 115.

Fundamental machine operations of drilling, reaming, turning between centers, chuck work, thread cutting, shaper work, layout and finishing. Special attention will be given to cutting speeds, tool and drill grinding and machine upkeep.

*Classes to be conducted at the plant of the Union Bag-Camp Paper Corporation.

**MT 123—Welding, Metallurgy and Heat Treating* (4-4-6). Prerequisites: Physics 204, Chemistry 102 and Civ. T. 143.

Fundamentals of metallurgy and heat treating, including a survey of arc and acetylene welding. Emphasis is placed on material properties and the effect which alloying elements and/or heat treatment has on them.

***MT 126—General Sheet Metal* (1-2-3). Prerequisite: MT 122.

Shop problems, including layouts and methods of fabrication of sheet metal.

**MT 127—Industrial Electricity* (3-2-4). Prerequisite: Physics 205.

Basic elements of electrical circuits and machines. This will include series and parallel circuits, magnetism, D. C. motors and generators. A. C. motors, manual and magnetic controllers.

**MT 128—Fluid Mechanics* (5-0-5). Prerequisites: Civ. T 143. Chemistry 102 and Physics 204.

Basic principles of fluid mechanics and application to fluid flow and instrumentation.

*Classes to be conducted at the plant of the Union Bag-Camp Paper Corporation.

**This course will be conducted at the Great Dane Trailer plant, through the cooperation of Great Dane Trailers, Inc.

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1962-63

**BULLETIN ARMSTRONG
COLLEGE
OF
SAVANNAH**



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SAVANNAH, GEORGIA



1962-1963

SUMMER

FALL

WINTER

SPRING

BULLETIN OF
Armstrong College
of Savannah
Savannah, Georgia

A Unit of the University System
of Georgia



19213

Membership in

American Association of Junior Colleges
Southern Association of Colleges and Secondary Schools
Association of Georgia Colleges
Georgia Association of Junior Colleges

VOLUME XXVII

NUMBER 2

ARMSTRONG COLLEGE
LIBRARY

1962

CALENDAR

1962

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1963

CALENDAR

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CALENDAR FOR 1962 - 1963

SUMMER SESSION, 1962

May 1:	Last day to file all papers of Application for Admission for preferred registration status
May 24:	Last day to file all papers of Application for Admission
June 14:	Registration
June 15:	Classes begin
June 18:	Last day to register for credit
June 19:	Last day to change classes
July 4:	Holiday
July 9:	Mid-term reports due
July 16-18:	Pre-registration (see page 34)
August 14-15:	Examinations

FALL QUARTER, 1962

May 1:	Last day to file all papers of Application for Admission for preferred registration status
August 1:	Last day to file all papers of Application for Admission
September 12:	Freshman Orientation (9:00 a.m., Jenkins Hall Auditorium) Advisement for freshmen with preferred registration status <i>only</i> ("red tag") (1:30 - 4:30 p.m.) Advisement for sophomores (9:00 - 12:00 a.m.)
September 13:	Advisement for all students (9:00 - 11:00 a.m., 2:00 - 4:00 p.m., and 6:00 - 8:00 p.m.) Registration for former students (9:00 - 11:00 a.m.) Registration for freshmen with preferred registration status ("red tag") (2:00 - 4:00 p.m.)
September 14:	Advisement for all students (9:00 - 11:00 a.m., 2:00 - 4:00 p.m., and 6:00 - 8:30 p.m.) Registration for all students (9:00 - 11:00 a.m., 2:00 - 4:00 p.m., and 6:00 - 8:30 p.m.)
September 17:	Classes begin
September 19:	Last day to register for credit Convocation Assembly (11:30 a.m., Jenkins Hall Auditorium)
September 21:	Last day to change classes
October 22:	Mid-term reports due
October 29-31:	Pre-registration (see page 34)
November 7:	Assembly for installation of student officers (11:30 a.m., Jenkins Hall Auditorium)
November 22-25:	Thanksgiving Holidays
November 30:	Ga. and U. S. history and government test
December 5-7:	Examinations
December 27:	Homecoming Dance

WINTER QUARTER, 1963

December 12, 1962:	Last day to file all papers of Application for Admission
January 2:	Registration
January 3:	Classes begin
January 7:	Last day to register for credit
January 9:	Last day to change classes
February 11:	Mid-term reports due
February 18-20:	Pre-registration
March 8:	Ga. and U. S. history and government test
March 13-15:	Examinations

SPRING QUARTER, 1963

February 28:	Last day to file all papers of Application for Admission
March 21:	Registration
March 22:	Classes begin
March 26:	Last day to register for credit
March 28:	Last day to change classes
April 12:	Holiday
May 6:	Mid-term reports due
May 13-15:	Pre-registration
May 10:	Ga. and U. S. history and government test
May 22:	Honors Day Assembly
May 31, June 3, 4	Examinations
June 8:	Graduation

SUMMER SESSION, 1963

May 1:	Last day to file all papers of Application for Admission for preferred registration status
May 21:	Last day to file all papers of Application for Admission
June 11:	Registration
June 12:	Classes begin
June 14:	Last day to register for credit
June 17:	Last day to change classes
July 8:	Mid-term reports due
July 15, 17	Pre-registration
August 8-9:	Examinations

Regents, University System of Georgia

244 Washington Street, S.W. — Fourth Floor

ATLANTA

<i>District</i>	<i>Regent</i>	<i>Address</i>
State at Large—James A. Danlap	February 19, 1960—January 1, 1967	Gainesville
State at Large—Allen Woodall, President, Radio Station WDAK	February 13, 1957—January 1, 1964	Columbus
State at Large—Roy V. Harris	February 19, 1960—January 1, 1967	Augusta
State at Large—James C. Owen, Jr.	January 11, 1961—January 1, 1963	Griffin
State at Large—Carey Williams	January 1, 1962—January 1, 1969	Greensboro
First—Anton F. Solms, Jr.	January 1, 1962—January 1, 1969	Savannah
Second—John I. Spooner	January 1, 1961—January 1, 1968	Donalsonville
Third—Howard H. Callaway	January 1, 1958—January 1, 1965	Pine Mountain
Fourth—Robert O. Arnold	January 1, 1956—January 1, 1963	Covington
Fifth—Jesse Draper	January 1, 1961—January 1, 1968	Atlanta
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Seventh—Ernest L. Wright	February 6, 1959—January 1, 1966	Rome
Eighth—James D. Gould	February 13, 1957—January 1, 1964	Brunswick
Ninth—Morris M. Bryan, Jr.	February 3, 1959—January 1, 1966	Jefferson
Tenth—W. Roscoe Coleman	January 1, 1958—January 1, 1965	Augusta

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Engineering Drawing

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*Part time instructor.

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English; Director of the Masquers

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German and Russian

*Part time instructor.

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*Chairman, Humanities Department
English and French*

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Dean of Students; Music

*WILLIAM W. ROBERTS, B.S., Georgia Institute of Technology

Mathematics

*Part time instructor.

*ROBERT B. H. ROCKWELL, COL. (Ret.), B.S., E.E., Georgia Institute of Technology

Physical Science

*CHARLES S. SANFORD, JR., B.A., University of Georgia; M.A., University of Pennsylvania

Business Administration

*NORMAN L. SHLAGER, B.A., Boston University; Graduate Work, Boston University, Franklin and Marshall College

Business Administration

WARREN SHUCK, A.B., University of Buffalo; Graduate Work, Kent State University, Florida State University

Chairman, Student Personnel Services

Psychology and Sociology

ROY JESSE SIMS, B.S., David Lipscomb College; M.S., University of Tennessee

Chairman, Physical Education Department

Physical Education; Basketball Coach

*PAUL G. STONE, A.B., Harvard University

Art

ROBERT T. STUBBS, B.S., M.S., Georgia Institute of Technology

Chairman, Mathematics Department

Mathematics

LAWRENCE M. TAPP, B.S., M.S., University of Tennessee

Physical Education

DOROTHY M. THOMPSON, A.B., Monmouth College; M.A., Northwestern University; Certificate in Psychiatric Social Work, Western Reserve University

Chairman, Psychology and Sociology Department

Psychology and Sociology

*WILLIAM LIVINGSTON TRAVIS, COL. (Ret.), B.S., United States Military Academy; LL.B., George Washington University School of Law

Technical Institute

*Part time instructor.

*CALVIN A. WALTERS, JR., A.B., Emory University
Mathematics

MILDRED ALEEN WILLIAMS, B.S., Western Carolina College; Graduate
Study, Clemson College
Chemistry

JEAN WINGATE, B.S., University of Georgia
Shorthand, Comptometer, and Typing

WILLIAM SWOLL WINN, B.D., A.B., Emory University; M.A., Uni-
versity of North Carolina
Mathematics

TECHNICAL INSTITUTE PROGRAM INSTRUCTORS FOR
COURSES OFFERED AT UNION BAG-CAMP
PAPER CORPORATION

HAROLD J. ATKINSON, Machinist, Mill Machine Shop

C. DUNCAN BLAKE, B.S., Master of Forestry, Louisiana State Uni-
versity

JULIAN W. DANIEL, B. of Ch. E., Georgia Institute of Technology;
M.S., the Institute of Paper Chemistry; Ph. D. the Institute of
Paper Chemistry

J. EARL GILBREATH, B.S. in Industrial Engineering, Georgia Institute
of Technology

ROBERT W. GRAY, B.A., Kings College

ALLICK W. INGLIS, B.S. in Industrial Engineering, University of Florida

DAVID W. REID, B.S. in Chemical Engineering, North Carolina State
College

*Part time instructor.

WALLACE J. RICHARDS, B.S. in Industrial Engineering, Georgia Institute of Technology

JOHN M. YANCEY, M.A. in Psychology and Personnel Management,
University of Florida



ARMSTRONG
JUNIOR
COLLEGE

GENERAL INFORMATION

History of Armstrong College of Savannah

Armstrong College of Savannah was founded on May 27, 1935, by the Mayor and Aldermen of the City of Savannah to meet a long-felt need for a junior college. The first college building was the home of the late George F. Armstrong, a gift to the city from his widow and daughter. The Armstrong Building is an imposing structure of Italian Renaissance design, with a great marble hall and spacious rooms.

Over the years the campus has been enlarged through private donation and public appropriation until now it includes four additional buildings: the Lane Building, a gift of the late Mills B. Lane; the John W. Hunt Memorial Building, Herschel V. Jenkins Hall, and Thomas Gamble Hall. Three of the buildings on Gaston Street face forty-acre Forsyth Park, the largest and most beautiful park in the city; the other two face Monterey Square, one of the planned squares for which Savannah is famous.

Hodgson Hall, facing Forsyth Park on Whitaker Street, houses the college library as well as the Library of the Georgia Historical Society, to which Armstrong students have access.

The college was under the administrative control of the Armstrong College Commission until January 1, 1959, when the institution became a unit of the University System of Georgia, under the control of the State Board of Regents.

The College Program

A college is a community of teachers and students who organize their energies for the work of the mind. At Armstrong College, the student works under able teachers to learn skills—such as the arts of language and mathematics—in order *to understand man and his world* through the humanities, the social sciences and the natural sciences.

The student—working in that program best suited to his vocational choice—will discover the usefulness of these skills and of these kinds of knowledge for *living in the world*. He will find that “professional” and semi-professional” programs at the college level further aim to teach a student how to apply—reasonably and imaginatively—the skill of language or mathematics, the knowledge of the humanities, the social sciences, or the natural sciences to the needs of a particular life’s work. So a college student lives in a climate where he is induced to make connections between what he thinks and does and the best that has been thought and done.

The rewards of devotion to college work are the skills and understanding to channel a student’s energies intelligently for the most fruit-

ful life possible for him or her. Such rewards are not for the asking, but they are easily within human reach.

At Armstrong College a student may choose a program of study leading to the Associate in Arts degree with one of these aims in mind:

1. To complete the freshman and sophomore years of a four-year senior college program leading to the baccalaureate degree, with a major in liberal arts (which includes many pre-professional programs, e.g., law, ministry, social work, teaching), or another pre-professional program, e.g., engineering, medicine, dentistry, or business administration. (Many of the possible preparatory programs are listed on pages 41 to 48.)
2. To graduate from a semi-professional program, e.g., in business administration, secretarial skills, human relations, prepared to go into business, or industry. (See the terminal programs listed from pages 48 to 52.)

Armstrong Evening Classes

In addition to the full daytime schedule, Armstrong offers a schedule of classes in the evening, including most of the required courses for many programs leading towards a degree.

Students employed during the day are advised to limit their enrollment to two courses each quarter.

Student Personnel Services

Armstrong College offers to students special kinds of help outside the classroom through a program which has attracted wide interest from other colleges.

When a student becomes aware of a difficulty related to his course work, he is urged to request help from his instructor. For advice concerning his choice of vocation, the planning of his college program, or study habits, he should see his advisor.

In addition, Student Personnel Services offers to all students currently enrolled at Armstrong College these services:

1. Individual, short-term counselling on any problems that interfere with the student's functioning in college.
2. Group counselling aimed at overcoming any difficulty in communication which may affect academic performance.
3. Individual aptitude, achievement, interest, vocational and intelligence tests for guidance on decisions affecting choice of educational programs and vocations.
4. Consultation on requirements for various careers.
5. Information on scholarships, loans and financial assistance available for further college work.

6. Consultation on senior college programs from available senior college catalogues.
7. Information on available, part-time job openings for students.

A student's use of any of these services is voluntary and all material discussed is confidential unless both student and counsellor agree to share the information with others.

Library

The college library of Armstrong College is housed in Hodgson Hall on the corner of Whitaker and West Gaston Streets. All the materials are readily available to the students since all books are on open shelves. On the main floor is the reference room which contains reference books, non-fiction books, biography, and the reserve and circulation desk. Downstairs is another reading room, containing fiction, books in foreign languages, current and bound volumes of periodicals, and the career information. The workroom and the office of the Librarian are also downstairs.

At the present time the library collection consists of 17,000 volumes as well as a large number of pamphlets on subjects of current interest. More than one hundred periodicals are received, including four newspapers. Besides the books, magazines and pamphlets, the library has a collection of recordings located in the downstairs reading room for the use of the students, faculty and staff.

In addition to the resources of the college library, the students have free access to the holdings of the Georgia Historical Society, also housed in Hodgson Hall. This library contains an outstanding collection of materials on Georgia and its history as well as a large collection of materials on Southern history. The holdings of the Historical Society consist of more than ten thousand books, eighty periodical subscriptions, an extensive manuscript collection, and one of the more complete files of the Savannah newspapers, dating back to 1763.

Office of Community Services

The Office of Community Services, established in 1961, administers the following services, which closely relate the college and the community:

1. *Short Courses, Workshops and Institutes.* These are planned, organized, and administered by the Office in response to a group interest, or to meet a community need brought to the attention of the Director. All such courses and workshops are offered on a non-credit basis. Among the offerings in the first year of operation were a refresher course for engineers preparing for the Professional Engineers' Examinations, a similar one for secretaries, a course in "Supervisory Methods

in Municipal Administration" for department heads in the city government, an "Action Course in Practical Politics", and a "Getting Ready to Retire" course. Two workshops, planned as annual affairs, were on "How to Export" conference, arranged in cooperation with the U. S. Department of Commerce, and other interested organizations; and a "Writers' Workshop", which featured several nationally known writers and editors, and which will be greatly expanded in the future. *The Director is always happy to talk with any group or individual about any project which will be of value to the community.*

2. *The Alumni Office.* The prime purpose of this office is to keep former students informed about the college, and to help them keep in touch with each other. Any person who at any time was matriculated as a regular student is eligible for membership in the Alumni Society, and upon payment of his dues will receive the quarterly newsletter, "The Geechee Gazette," and may vote and hold office in the society. The Alumni Office assists in arranging class re-unions, board meetings and other similar functions.
3. *University of Georgia Extension Courses.* These courses offer the student the opportunity to earn upper division credit from the University of Georgia. Instructors for these courses are approved by department heads and deans of the respective colleges at the University, and grades are recorded in the Registrar's Office in Athens. Most senior colleges will accept up to 45 hours credit for extension courses, so a student can complete a third year of college work at Armstrong. Fees for extension courses are \$7.00 per quarter hour, plus \$1.00 registration fee. Applications and registrations for extension classes are handled by the Department of Community Services, entirely separate from Armstrong courses.
4. *Public Information and Public Relations.* All announcements, statements of policy or news releases are issued through the Department of Community Services.
5. *Planning for Adult Education.* In a world where it is said that "more knowledge has been discovered during the lifetime of the present adult population than existed at the time of its birth", continuing adult education has become an imperative. Education is carrying a built-in obsolescence caused by scientific and technical advances, rapid economic and political changes, and shifts in employment patterns. To help meet this challenge, the Department of Community Services is ready to cooperate with any group, educational, industrial, or social, to enlarge the opportunities for individuals to keep in step with the quickening pace of modern life.

Student Activities

In addition to the academic side of college life, Armstrong College offers a complete program of extra-curricular student activities designed to contribute to the development of the student and assist him in becoming an active and helpful member of the community. This program is administered by the college through the office of the Dean of Students.

STUDENT GOVERNMENT—The Student Senate is the governing body for student activities at Armstrong College. It is comprised of elected representatives of all campus organizations recognized by the Senate. It is the function of the Student Senate to coordinate, direct and control student activities and organizations at Armstrong.

CLUBS AND ORGANIZATIONS—College organizations include a dramatic club, a Glee Club, a Radio Workshop, five religious clubs, two political organizations, a Debate Forum, and other groups promoting interest in certain phases of the academic program or specific career fields.

THE MASQUERS offer membership to all students and faculty members interested in any phase of the theatre: acting, designing, lighting, make-up, costuming, and other production skills. *THE MASQUERS* possess a well equipped theater, and are under the direction of a professional dramatics director. They produce a number of plays for the community annually.

An affiliate of *THE MASQUERS* is the Armstrong Radio Workshop, formed to offer interested students an opportunity to develop techniques of radio broadcasting.

The Armstrong Glee Club is composed of students who enjoy singing and desire the satisfaction to be gained from group singing. Besides two yearly concerts at the college, the Glee Club has produced musicals with the Armstrong Masquers and sung for many civic groups in Savannah.

STUDENT PUBLICATIONS—There are two student publications at Armstrong College, *The Inkwell*, a newspaper, and the *'Geechee*, the college annual. These afford the students an opportunity to express themselves through creative writing, layout and art work, and to gain experience in these and other journalistic activities.

ATHLETIC ACTIVITIES—Armstrong College participates in intercollegiate sports competition in basketball, golf and tennis. Other sports at the college, such as volleyball, touch football, tennis, golf, softball, etc., are offered on an intramural basis with competition be-

tween volunteer intramural teams or between other interested campus organizations. All are encouraged to take part in this program.

STUDENT CENTER—The college does not operate a boarding department. The Student Center in the Hunt Building is open throughout the day and provide light lunches at reasonable prices. The Center also provides recreational facilities and houses the book store.

ADMISSION TO THE COLLEGE

An applicant for admission to Armstrong College should obtain from the Director of Admissions the complete set of admission forms:

1. Information sheet.
2. Application form.
3. Personal record of biographical data.
4. College Board and Residency Questionnaire.
5. Card of request for transcript.
6. Student File Card.

Completion of all application forms and of all requirements contained therein is required of each applicant before his request for admission can be considered. No application forms will be considered unless received by the date prescribed in the calendar on page 3, which is in each case at least twenty (20) days prior to the first day of registration. Armstrong College reserves the right to terminate receipt of application forms when enrollment limits are reached.

The Director of Admissions will notify the applicant that he has been admitted if he meets the minimum requirements for admission listed below.

1. The applicant must be at least sixteen years of age and of established moral character. Armstrong College reserves the right to examine and investigate the moral worth, character, and personality of the applicant.

2. The College Entrance Examination Board Scholastic Aptitude Test is required of all applicants for admission, including those who have had previous college work. The results of the tests must be filed with the Director of Admissions before the application can be considered.

The high school principal, counselor, or the Director of Admissions of Armstrong College will supply the necessary information for making application to take the College Entrance Examination Board Scholastic Aptitude Test; or the applicant may write directly to the College Entrance Examination Board, P. O. Box 592, Princeton, New Jersey.

3. The applicant must meet at least one of the following requirements:

- a. Graduation from an accredited high school.
- b. Have credit in a minimum of 16 units, as specified in section 4, below, from an accredited high school. The applicant in this category must meet further qualifications determined by the Admissions Committee.

- c. Acceptable scores on the General Education Development Tests (high school level). An overall average of 45 or above with no score less than 45 is required for application to Armstrong. An applicant twenty years of age or over, who is not a graduate of an accredited high school, may take the General Educational Development Tests (high school level). These tests comprise five (5), two (2) hour examinations, and must be completed two weeks prior to registration. Additional information may be obtained from the office of the Director of Admissions.

4. A minimum of 16 units from an accredited high school is required in the fields listed below:

English	4
*Mathematics	2 or 3
(one must be in Algebra)	
Social Studies	2
Natural Sciences	2
Other academic units	4
Other	2 or 1

5. Applicants who qualify under the terms of Numbers 3 and 4 above, must also have a predicted grade point average (based on high school record, College Entrance Examination Board scores, and other pertinent data as determined by the Admissions Committee of Armstrong College) which indicates that the applicant can pursue effectively the educational program of Armstrong College.

6. A recommendation as to academic ability and character must be submitted directly to the Admissions Officer from the applicant's high school principal or counselor. (For beginning freshmen only.)

7. If the application forms, College Entrance Examination Board Scholastic Aptitude Test scores, and properly transmitted records of the applicant are found to be complete and in proper order, and the grades and scores indicate that the candidate is eligible for consideration, the applicant will be informed that his application for admission has been tentatively accepted.

He will then be directed by the Admissions Officer to appear at Armstrong College for personal testing and interview. Appointments will be made as soon as possible after his application for admission has been tentatively accepted. Testing and interviewing must be com-

*As most senior colleges require two (2) units of Algebra and one (1) unit of Plane Geometry for admission to degree programs in Engineering and/or Science, students planning to enter these fields are strongly urged to present these three (3) units in mathematics for admission to Armstrong College.

pleted prior to the first day of Orientation Week or prior to the first day of registration, whichever is the earlier date. Applicants are urged to take advantage of the earliest date for testing and interview as final acceptance cannot be given until this process is completed.

At this time, every applicant will be evaluated in terms of his test scores and grades, scholastic aptitude, social and psychological adjustment, and the probability of his completing the requirements for a college degree.

Armstrong College gives advanced placement or credit for college level high school courses on the basis of Advanced Placement Examinations and tests given at Armstrong.

In reviewing the application, the interviewing representative of Armstrong College shall consider all examination scores, scholastic records, personal data, and the applicant's ability to make the social and psychological adjustment to the college environment. Each applicant must give evidence of sturdiness of character, promise of growth, seriousness of purpose, and a sense of social responsibility.

Armstrong College reserves the right, in every case, to reject any applicant whose general records and attitude do not prognosticate success in Armstrong College notwithstanding the completion of other requirements. Armstrong College reserves the right further to test any applicant extensively by the use of psychological, achievement, and aptitude tests.

8. The Admissions Committee shall review any application directed to it by the Director of Admissions for total study and subsequent recommendation to the Director of Admissions.

The policy of the Admissions Committee in regard to persons rejected when they first apply to Armstrong is as follows:

1. Upon request, the Admissions Committee will review the application at the end of a three months period if any new factors can be presented.
2. If the applicant is again rejected, he cannot ask to have another hearing by the Admissions Committee until the expiration of one year from the date of the last refusal.

9. Acceptance or rejection of each and every application will be determined by the Director of Admissions, subject to the right of appeal as provided in the Faculty Statutes of Armstrong College and the by-laws of the Board of Regents of the University System.

10. APPLICATION FORM DEPOSIT: A validating deposit of \$15.00 must accompany each complete application form before it can be given official consideration. This deposit does not bind Armstrong College to admit the applicant nor does it indicate acceptance of the applicant's qualifications. If the applicant is admitted, the deposit will be applied towards tuition for the quarter following acceptance. The deposit will be refunded to the applicant if he is

not eligible for admission. Any student who withdraws during the first quarter of his attendance shall have his admission deposit deducted before any computation is made of the refund to which he may be entitled.

Transfer Students

1. Students who desire to transfer to Armstrong College from another college in the University System of Georgia will be required to present scores of the College Entrance Examination Board Scholastic Aptitude Test. Those students who transfer from colleges outside the University System of Georgia will be required to present scores of the College Entrance Examination Board Scholastic Aptitude Test. In every respect, transfer students must comply with admission requirements of entering freshmen.

Testing and interviews must be completed prior to the first day of Orientation Week or prior to the first day of registration, whichever is the earlier date. Applicants are urged to take advantage of the earliest date for testing and interview as final acceptance cannot be given until this process is completed.

2. Transfer students should refer to the foregoing information relative to the admission procedures, requirements, and dates of filing the completed application with the Office of the Director of Admissions.

3. The applicant must request that official transcripts showing evidence of studies pursued at all other colleges or universities be sent to the Director of Admissions. These transcripts must furnish a statement of honorable dismissal. Completion of ALL application forms is required of each applicant for admission by transfer from other institutions before his request for admission can be considered. It should be understood that only those applicants will be admitted whose past records indicate a favorable prospect of successful study with the faculty and with other students in college. Every transfer student seeking admission will be evaluated for aptitude, achievement, motivation, social and psychological adjustment, scholastic performance and probability of completing the requirements for a degree.

4. Armstrong College reserves the right to deny admission to any student transferring to Armstrong College when, in the opinion of the Director of Admissions, the academic standards or the admission procedures of the institution(s) previously attended are not equivalent or comparable to those existing at Armstrong College.

5. When a transfer applicant's qualifications are in question, the Director of Admissions, at his discretion, will refer the application in totality to the Admissions Committee for its review and recommendation. However, the final determination of the applicant's eligi-

bility for admission to the College will be made by the Director of Admissions.

6. Acceptance or rejection of each and every application will be determined by the Director of Admissions, subject to the right of appeal as provided in the by-laws of the Board of Regents of the University System.

7. **APPLICATION FORM DEPOSIT:** A validating deposit of \$15.00 must accompany each completed application form before it can be given official consideration. This deposit does not bind Armstrong College to admit the applicant nor does it indicate acceptance of the applicant's qualifications. If the applicant is admitted, the deposit will be applied towards tuition for the quarter following acceptance. The deposit will be refunded to the applicant if he is not eligible for admission.

8. The amount of academic credit that Armstrong College will allow for work done in another institution within a given period of time may not exceed the normal amount of credit that could have been earned at Armstrong College during that time. A maximum of sixty (60) academic quarter hours from an accredited college may be applied in the program for which the applicant desires to enroll.

9. Courses transferred for credit from other colleges or universities must have an over-all average of "C" grade. Under no circumstances will credit be allowed for courses in freshman English unless the grades received are "C" or better. College credit will not be allowed for such courses as remedial English and remedial mathematics or courses basically of secondary school level.

10. A student on probation at another college will not be accepted at Armstrong.

11. It is the policy of the Board of Regents that the total number of hours that may be earned toward an associate degree by extension courses shall not exceed 22½ quarter hours.

Admission of Veterans

Armstrong College of Savannah will accept veterans who are not high school graduates if their official General Educational Development tests show scores that indicate the applicant's ability to do college work. A Certificate of Eligibility and Entitlement (VA Form VB 7-1993) is required of every veteran who attends this institution under Public Law 550 (Korean Bill), application for which may be completed at the Veterans Administration office at 300 Drayton Street, Savannah, Georgia, or at the State Department of Veterans Service, 10 East Bay Street, Savannah, Georgia. Immediately upon

receipt of Certificate of Eligibility and Entitlement from the Veterans Administration the student should contact the Armstrong College Veterans Office regarding processing of certificate and future monthly reports. All veterans attending Armstrong College under Public Law 550 should be prepared to pay tuition and fees at time of registration.

Foreign Students

A student from a country other than the United States who is interested in Armstrong must meet the following requirements before application is made.

1. He must have met the requirements of paragraph 4 on page 22 in regard to units in the subjects required by Armstrong.
2. His transcript should be sent to the admissions office at Armstrong with an official translation.
3. He should take the SAT of the College Entrance Examination Board in the testing center nearest his home and ask that the results be sent to Armstrong.
4. He should take a test in the English language from the American Consulate nearest his home. The results of this will be forwarded to Armstrong upon request by the student.

If all of the above requirements have been passed on favorably by Armstrong, the applicant will be sent a set of application papers. When these are received, the applicant will receive an I-20 Form (I-20 A and I-20 B), which he can then take to the American Consul to ask for a student visa.

Armstrong is a city college and has no dormitory or boarding facilities, so these must be arranged by any student who does not live in Savannah.

No scholarships are available for students who are not residents of Georgia. All foreign students pay non-resident fees.

Physical Examinations

Each day student must submit a completed physical examination report on the forms furnished by the college before he can complete his registration. On the basis of the examination, the physical education director will adapt a program of training and recreation to individual requirements. This regulation is not applicable to students enrolled in the Evening Program.

**The following is portion of a resolution adopted
by the Board of Regents at its meeting held in
Atlanta, Georgia on March 12, 1958.**

"RESOLVED, That the requirements for admission to the various institutions of the University System of Georgia be amended so that the following additional requirements must be met:

1. There is reserved to every institution of the University System of Georgia the right to require any applicant for admission to take appropriate intelligence and aptitude tests in order that the institution may have information bearing on the applicant's ability to pursue successfully courses of study for which the applicant wishes to enroll and the right to reject any applicant who fails to satisfactorily meet such tests.
2. There is reserved to every institution of the University System of Georgia the right to determine the sufficiency of any certificate required by this resolution; the right to determine whether any applicant has met the requirements for admission as set forth by this resolution, or otherwise, and is a fit and suitable person for admission to such institution. There is also reserved the right to reject the application of any person who has not been a *bona fide* resident of Georgia for more than twelve months.
3. If it shall appear to the president or other proper authority of any institution of the University System of Georgia that the educational needs of any applicant for admission to that institution can best be met at some other institution of the University System, he may refer the application to the Board of Regents for consideration, for reference or assignment to such other institution.
4. This resolution shall become effective immediately and catalogs of all institutions of the University System shall carry these requirements. Catalogs already printed shall carry inserts or addenda showing these requirements. The foregoing requirements shall apply to all applicants who have applied for admission to any institution of the University System of Georgia, but have not been actually enrolled and admitted, and to all

applicants who hereafter make application for admission to any such institution.

This 28th day of October, 1958.

s/s L. R. Siebert, Executive Secretary
Regents of the University System
of Georgia.

The Board of Regent at its meeting on April 22, 1959, approved the following regulations regarding classification of students as residents and non-residents of the State for fee purposes:

“RESOLVED, That the Board of Regents of the University System of Georgia shall and it does hereby declare that in order to register as a legal resident of Georgia at an institution of the University System, a student must establish the following facts to the satisfaction of the registering officer:

1. A student who is under 21 years of age at the time he seeks to register or re-register at the beginning of any quarter will be accepted as a resident student only upon a showing by him that his supporting parent or guardian has been a bona fide resident of Georgia for a period of at least twelve months immediately preceding the date of registration or re-registration.
2. In the event that a legal resident of Georgia is appointed as the guardian of a non-resident minor, such minor will not be permitted to register as a resident student until the expiration of one year from the date of the appointment, and then only upon proper showing that such appointment was not made to avoid the non-resident fee.
3. If a student is over 21 years of age, he must show that *bona fide* residence in Georgia was established at least one year prior to the registration date. Any period of time during which a person is enrolled as a student in an educational institution in Georgia may not be counted as a part of the year's residence herein required when it appears that the student came into the State and remained in the State for the primary purpose of attending a school or college.”

FEES

Application Deposit

The Application Deposit of \$15.00 is made by all students at the time of initial application for admission to Armstrong College. This fee is applied as a credit against registration fees, if registration is completed the quarter following acceptance; otherwise, not refundable. The acceptance of the Application Deposit does not constitute acceptance of student. Application fee may not be withdrawn after the final date for filing application for any quarter. The Application Deposit will be refunded to the applicant if he is not eligible for admission. Any student who withdraws during the first quarter of his attendance shall have his admission deposit deducted before any computation is made of the refund to which he may be entitled.

Matriculation Fee

The Matriculation Fee for students registering for the normal course load of fifteen hours is \$45.00. Special students (those carrying less than 12 credit hours in a quarter) will pay at the rate of \$3.75 per quarter hour in Matriculation Fee.

Out of State Tuition

Non-residents of Georgia must pay a fee of \$60.00 per quarter in addition to all regular fees. Special students (those carrying less than 12 credit hours in a quarter) who are not legal residents of the State of Georgia will pay at the rate of \$5.00 per quarter hour Out-of-State Fee in addition to all regular fees.

Student Activity Fee

There will be a student Activity Fee of \$10.00 per quarter. This fee is not refundable. Student Activity Fee will be charged to any Day Student who has registered for ten or more quarter hours. No charge will be made to Evening Program Students.

Late Registration Fee

In the Summer Session a late registration fee of \$4.00 will be charged to students registering on the first day of class and a fee of \$5.00 will be charged for registrations completed on the last day to register for credit.

In the Fall, Winter and Spring Quarters a late registration fee of \$3.00 will be charged to students registering on the date listed in the catalog as the date on which classes begin. A fee of \$4.00 will be charged for registrations completed on the day following the date on which classes begin. A fee of \$5.00 will be charged for registrations completed on the date listed in the catalog as the "last day to register for credit."

Change of Schedule Fee

A fee of \$2.00 is charged for the changing of a student's schedule after the registration cards have been processed. No charge is made if the change is initiated by the College. This fee is not refundable.

Graduation Fee

A Graduation Fee of \$7.50 will be collected from each candidate for graduation.

Transcript Fee

Each student is entitled to one official transcript of his college work. The charge for additional copies is \$1.00 each.

Music Fees

Students enrolled in Applied Music Courses will be required to pay a special fee. The fees are indicated in the description of courses found under "Course Descriptions" elsewhere in this bulletin.

Make-up Test Fee

For cause, a student may arrange with an instructor to make up an announced quiz or final examination. The arrangements to make up the announced test must be made within one week after the student returns to college.

A fee of \$2.00 is charged for the making up of any announced quiz and a fee of \$5.00 for a make-up final examination and laboratory examinations, except as shown below. The total charges to any one student for a final make-up examination in a given subject shall not exceed \$5.00. All fees will be paid to the Business Office.

The conditions under which fees for make-up quizzes and final examinations will not be charged are as follows: The student was absent (1) on official college business; (2) due to illness; (3) because of death in the family; or (4) in observing religious holidays.

The student's reasons for claiming exemption from paying the fee must be presented in writing to the instructor.

Summary of Fees

Matriculation, per quarter	\$ 45.00
Student Activity, per quarter	10.00
TOTAL FOR GEORGIA RESIDENTS	\$ 55.00
Out-of-State Tuition, per quarter	60.00
TOTAL FOR NON-RESIDENTS	\$115.00
Matriculation, Special Students, per quarter hour	3.75
Non-Resident Tuition, Special Students, per quarter hour (in addition to Matriculation Fee)	5.00
Application Deposit (paid only once, applied against fees)	15.00

Privilege Fees

Late Registration—Maximum	\$ 5.00
Special Examinations	2.00
Final Examinations	5.00
Graduation	7.50
Transcript, first one free, each additional	1.00
Change of Schedule	2.00

Refunds

Refunds of fees will be made only upon written application for withdrawal from school. No refunds will be made to students dropping a course. Students who formally withdraw during one week following the scheduled registration date are entitled to a refund of 80% of the fees paid for that quarter. Students who formally withdraw during the period between one and two weeks after the scheduled registration date are entitled to a refund of 60% of the fees paid for that quarter. Students who formally withdraw between two and three weeks after the scheduled registration date are entitled to a refund of 40% of the fees paid for that quarter. Students who formally withdraw during the period between three and four weeks after the scheduled registration date are entitled to a refund of 20% of the fees paid for that quarter. Students who withdraw after a period of four weeks has elapsed from the scheduled registration date will be entitled to no refund of any part of the fees paid for that quarter.

Students who formally withdraw from the Summer Session are entitled to refunds as follows:

Withdrawal on 1st, 2nd or 3rd day of first week	80% refund of fees paid
Withdrawal on 4th or 5th day of first week	60% refund of fees paid
Withdrawal on 1st, 2nd or 3rd day of second week	40% refund of fees paid
Withdrawal on 4th or 5th day of second week	20% refund of fees paid

Fees and Charges are Subject to Change at the End of any Quarter

Any student delinquent in the payment of any fee due the college will have grade reports and transcripts of records held up, and will not be allowed to re-register at the college for a new quarter until the delinquency has been removed.

Scholarships

A number of scholarships are available to Armstrong College. In general these are awarded on the basis of need and scholastic ability. Scholarships are awarded by means of interviews before a scholarship committee held during the summer. Applications for scholarships are accepted after March 15th for the following school year. Information and application blanks for scholarships may be obtained by contacting the Director of Student Aid. The following scholarships will be awarded for the year 1962-1963:

Advertising Club of Savannah—One scholarship for \$100.00 is offered to a student interested in the field of advertising.

Armstrong College Alumni Association—One scholarship for \$250.00. All students are eligible.

Arthur Lucas Memorial Scholarships—Six scholarships are offered for \$100.00 each. All students are eligible.

Alpha Tau Beta—One scholarship for \$125.00 is offered to a member of the sorority attending Armstrong College.

Edward McGuire Gordon Memorial Scholarship—One is offered each year for \$200.00 to a male resident of Chatham County.

Harry G. Strachan, III Memorial Scholarship—One is offered for \$100.00 to a freshman student.

Junior Chamber of Commerce—Three are offered for \$185.00 each. All students are eligible.

Panhellenic Association of Savannah—One is offered to a woman student for \$100.00.

Savannah Chapter, American Institute of Industrial Engineers—One scholarship for \$100.00 is offered to a student interested in the field of industrial engineering.

Savannah Gas Company—Two scholarships are offered for \$165.00 each to day school students only.

Savannah Chapter, National Secretaries Association—One scholarship to cover tuition, fees and expenses for a year is offered to a women student majoring in secretarial science.

Student Assistants

Another source of financial aid for the student is the Student Assistant program. A number of jobs are available on campus in the various departments of the college. Interested students should contact the Dean of Students prior to the beginning of each quarter.

Student Personnel Services is a clearing house for part-time jobs in the community available to students.

REGULATIONS

Faculty Advisers

The Academic Dean's Office assigns a faculty adviser for every student enrolled in day or evening classes. Before registering for classes each quarter a student must consult his adviser and receive his written approval for the courses in which the student plans to enroll.

Pre-Registration

To insure a place in classes for the following quarter, a student should pre-register each quarter during the dates given in the Bulletin Calendar (pages 3-4). To pre-register, a student must see his faculty adviser to secure approval for a class schedule. This schedule, signed by the adviser, is then taken to the Registrar's Office where the student enrolls in classes for the following quarter. To complete registration all that remains is to pay fees on registration day. Students are strongly urged, in their own interest, to pre-register.

Placement Tests

To help a student select a definite objective early in his college program, the Armstrong staff administers to each entering freshman a series of interest and achievement tests. Achievement tests in English and mathematics are administered prior to admission. Placement in English and mathematics courses is determined on the basis of the student's high school record and the scores on these tests. Interest tests are administered during Freshman Week. On the basis of these objective measurements, the student's previous record, and his interest, the student with the aid of his adviser decides on a program of study which will enable him to accomplish his purpose.

Placement in "English 100"

On the basis of entrance test scores and high school record, certain students will be required to take "English 100" in their first quarter. This course must be completed with a grade of at least "C" before these students may register for any other English course. "English 100" may be repeated once, but only in the following quarter.

Physical Education Program

All day students who are carrying as many as 10 quarter hours and (or) are candidates for diplomas or certificates are required to attain credit for six physical education courses, one each quarter. A student graduating in less than six quarters may reduce the physical education requirements accordingly. Regular courses should be taken in proper sequence and two required courses should not be scheduled in any one quarter.

Students planning a one-year program may choose any three of the required physical education courses.

A student who has served a minimum of three months in the military services shall be exempt from Physical Education 11. A student who has served a minimum of six months in the military services shall be exempt from Physical Education 11 and 12. Proof of service time shall be presented.

In order for a day student to be excused from any one physical education course, he must have his or her doctor sign a special form. A student who does not plan to graduate from Armstrong College will be allowed to register for any one quarter without physical education providing he or she signs the proper form. No student may register without a required physical education course except with written permission from the Physical Education Department.

The physical education department requires all students to make up all excused absences. Any unexcused absence from class will result in a lower final grade.

Physical education is not required of students in the evening program.

Course Load

The unit of work for a regular student is 16-17 quarter hours per quarter. A schedule of sixteen quarter hours presupposes that the average student will devote approximately forty-eight hours per week to his college classes and to his preparation therefor.

Except in engineering, permission to enroll for more than 17 quarter hours will be granted only to students who have a "B" average for the preceding quarter. The quarter just prior to graduation, a student may take an extra course which is necessary to meet requirements for graduation. No student will be allowed to register for more than 21 hours in any one quarter.

No student will be allowed to take more than 11 quarter hours of work in the Evening Program during the fall, winter and spring quarters unless he has better than a "B" average in the last quarter for which grades are available. A student will be limited to 6 quarter hours during any one term of the summer unless he has better than a "B" average in the last quarter of work for which grades are available. The limitations in the two preceding sentences apply only to students who are full-time employed. All entering students and students with full-time employment are limited to 11 quarter hours of work in the fall, winter and spring quarters; and to 6 quarter hours of work during any one term of the summer session. This regulation does not apply to transient students who are regularly enrolled in another institution.

Auditing

A student wishing to "audit" a course without receiving credit must obtain the written permission of the instructor before he registers

for the course. (Policy for some courses forbids "auditing") An "auditor" cannot change to regular credit status after the first week of class. A student who registers for a course as an "auditor" receives no credit, "N. C.", on his transcript.

Admission to Class

Students will be admitted to class when the instructor is furnished an official class card indicating that he has completed his registration and paid his fees in the Business Office.

Conduct

Compliance with the regulations of the faculty and the Regents of University System of Georgia is assumed. Gambling, hazing, and the use on the campus of intoxicating beverages are prohibited.

Attendance

At Armstrong a student's responsibility towards a course includes all that transpires in class sessions as well as the subject matter of the course. Any absence whatsoever from class work entails a loss to the student.

An absence may be excused by the instructor if the student is absent

- (1) on official college business,
- (2) due to illness (with a doctor's certification),
- (3) because of death in the immediate family,
- (4) in observing religious holidays.

In unusual instances an instructor may excuse an absence for other serious reasons.

A student who has been absent from class for such a valid reason should present a written statement to his instructor. If the instructor approves the excuse, he will initial it, and the student should file the form in the Registrar's or Evening Program Office.

Excuses must be submitted within seven days from the date the student returns to school; otherwise the absence will not be excused.

Any student who has unexcused absences equal in number to the times the class meets in one week, and has one additional absence, will be dropped from class. The instructor will notify the Registrar's Office when a student should be dropped. The Registrar's Office will notify the student. A student who is dropped within three weeks after the beginning of the quarter will automatically receive a grade of W. A student who is dropped after the third week of the quarter will receive either a W or a W/F depending upon his status at the time he withdraws or is dropped from class.

A student will be penalized for unexcused absences from the first day the class meets (even though registration is not yet completed), unless one of the four valid excuses applies.

Any student whose absences *for any cause* exceed one third of the number of times the class meets in the quarter will be dropped from the class. The student will be given W or W/F depending upon his academic status at the time he is dropped.

Withdrawals

A formal withdrawal, presented to the Registrar in writing, is a pre-requisite for honorable dismissal from, or re-entrance into this institution. Any student planning to withdraw should immediately make such an intention known to the Registrar in writing. This notice is required to receive any authorized refunds.

A student should formally withdraw from any class by securing the signature of the instructor and his faculty adviser. This written approval should be filed in the Registrar's office. A student who withdraws within three weeks after the beginning of the quarter will automatically receive a grade of W. A student who withdraws after the 3rd week of the quarter will receive a W or W/F depending upon his status at the time the student withdraws or is dropped from class.

Reports and Grades

It is felt by the faculty that students in college should be held accountable for their scholarship. Accordingly, report cards, warnings of deficient scholarship and all such notices are not sent to parents or guardians by the Registrar except on request. Instead the students themselves receive these reports and are expected to contact their advisers whenever their work is unsatisfactory. Report cards are issued at the end of each quarter. Reports of failing grades are issued in the middle of each quarter. Each student has access to an adviser; in addition, the Registrar and all instructors are available to help any student seeking assistance.

Reports are based on the following system of grading:

Numerical Span		Honor Points
A+	95 - 100	4.5
A	90 - 94	4
B+	85 - 89	3.5
B	80 - 84	3
C+	75 - 79	2.5
C	70 - 74	2
D+	65 - 69	1.5
D	60 - 64	1
F	Below 60	0

A student who receives an "E" (incomplete grade) should consult his instructor at once and arrange to complete the requirements of the course. An "E" grade which has not been removed by the middle of the succeeding quarter automatically becomes an "F".*

*A grade of "E" received in the Spring Quarter must be made up by mid-term of the following Fall Quarter.

Any student in the Evening Program who is unable to remove a grade of "E" because of absence due to military service or conditions of employment, may appeal to the Academic Standing Committee for a waiver of this regulation.

Honors

Dean's List: Students enrolled for at least ten hours of course work who earn an honor point average of 3.0 or above will be placed on the Dean's List which is published quarterly.

Permanent Dean's List: At the completion of forty-five hours of course work, students with an honor point average of at least 3.0 will be placed on the Permanent Dean's List which is published yearly in June. Sophomores completing forty-five hours (to make a total of ninety) and earning an honor point average of 3.0 will be placed on the Permanent Dean's List.

Students eligible under the above categories and earning an honor point average of 3.96 or above will be placed on the Permanent Dean's List and designated *With Distinction*.

Honors at Graduation

Summa Cum Laude: Students who are graduating with an honor point average of 3.96 or above will be designated as graduating *summa cum laude*.

Cum Laude: Those students graduating with an honor point average of from 3.0 to 3.96 will be graduated *cum laude*.

Valedictorian: The valedictorian will be selected by the graduating class from the five students with the highest academic average in the work completed up to the quarter just prior to graduation.

Dismissal

Any day student failing (except in cases excused before examinations on account of illness) to pass at least one course other than physical education in any one quarter will be dropped from the rolls of the college. Any student who fails to make an average of at least 1.6 honor points per quarter hour in all work scheduled during the first three quarters work at the college will not be allowed to re-register. Withdrawal is recommended to all students who have less than a "C" average at the end of the fourth quarter. At the end of the sixth quarter's work a student must have an 1.8 honor point per quarter hour average in order to re-register.

Any student in the evening program seeking credit who fails (except when excused before final examination on account of illness) to pass at least one course with a recorded grade of "D" or better in two consecutive quarters will be dropped from the rolls of the college. Any student in the evening program who fails to make an average of at

least 1.6 honor points per quarter hour in the first 50 quarter hours of work at the college will not be allowed to re-register. Withdrawal is recommended to all students who have less than a "C" average at the end of 70 quarter hours of work. At the end of 90 quarter hours of work, a student must have an average of 1.8 honor points per quarter hour in order to re-register.

Students who have been asked to withdraw on account of academic deficiency will be re-admitted to Armstrong if the student goes to another college for one quarter and maintains a "C" average. If a student does not go to another college he may re-register at Armstrong College after two quarters.* If re-admitted, a student re-enters on probation for one quarter, during which quarter he must make a "C" average.

Appeals from this ruling must be in writing (addressed to: Chairman, Academic Standing Committee), must state fully the nature of all extenuating circumstances relating to the academic deficiency, and must be received by the Academic Standing Committee at least 48 hours before registration begins for the quarter in question.

Requirements for Graduation

The requirements for graduation from Armstrong College of Savannah are listed below:

1. The student will complete a program of study listed elsewhere in the catalog under "Curricula" with an average grade of "C". Any exceptions to a program may be referred by a student's adviser to the Committee on Academic Standing.
2. One-third of the work required for graduation will be completed at Armstrong College of Savannah.
3. By state law one of the requirements for a diploma or certificate from schools supported by the State of Georgia is a demonstration of proficiency in United States history and government and in Georgia history and government.
A student at Armstrong may demonstrate such proficiency by passing
 - 1) History 100,
 - or 2) Political Science 113 *and* History 226,
 - or 3) A two hour examination in United States and Georgia history and government.

A student should apply in writing at least one week in advance for permission to take this examination to the Chairman of the Department of History and Political Science. Examination dates are given in the calendar.

*The Summer Session counts as a quarter.

4. When exceptions to prerequisites for courses are made, permission may be granted only by the head of the department concerned. A recommendation regarding any request for exception to prerequisites for courses must be made to the department head by the course instructor. This need not be binding upon the department head.

Candidates for graduation will make application in the Registrar's office two quarters prior to the expected date of graduation.

Recommendations

The recommendations issued by the college are based on the grades the student earns, his student activity record, and the opinions expressed by his instructors on a special student rating form.

The files of the Registrar's office which include all permanent records are consulted regularly by representatives of the Federal Bureau of Investigation, the Civil Service, the local Credit Bureau and other agencies having access to confidential records. A good college record is of vital importance to a student.

PROGRAMS OF STUDY

The Degree of Associate in Arts is conferred upon those students who successfully complete one of the two-year programs in this section.

Before registration every student must plan a program of study with a faculty adviser appointed by the Academic Dean. Even if a student knows what courses are required in his program, he must have on record in the office of his adviser a copy of his program. Before a student may change his planned program he must consult his adviser.

If a student plans to transfer to another college either before or after graduation, he should acquire the catalog of that college in order to determine what courses must be completed at Armstrong to meet the degree requirements of the college to which he may transfer.

The student is responsible for securing approval for his program from his adviser and the Registrar two quarters prior to the expected date of graduation.

Courses numbered 100 to 199 are generally planned for the freshman level; courses numbered 200 to 299 are generally planned for the sophomore level.

The "core curriculum" includes certain of the courses which the college considers essential to all college educated men and women.

These courses are required in all programs leading to a degree:

English 101, 102; 201, 202 (in certain terminal programs English 228 may be substituted for English 102, 201 or 202);

History 114, 115;

Natural sciences (ten quarter hours from biology, chemistry, physics, and physical science);

Physical Education 111, 112, 113, and any three courses numbered in the 200's. (For exceptions to requirements for physical education, see *Regulations*, p. 35.)

Knowledge of United States history and government and of Georgia history and government must be demonstrated in order to receive a degree or certificate. (Consult *Requirements for Graduation* on page 40.)

SENIOR COLLEGE PREPARATORY PROGRAMS

Business Administration (1)

First Year		Second Year	
English 101, 102	10	English 201, 202	10
History 114, 115	10	Physical Education	3
Physical Education 111, 112, 113	3	Business Administration 101, 102	10
Laboratory Science	10	Economics 101, 102	10
Mathematics 101	5	Political Science 113	5
Mathematics 103	5	Business Administration 260	5
Business Administration 115	5	Elective	5
TOTAL	48	TOTAL	48

Chemistry (30)

First Year		Second Year	
Chemistry 101, 102	10	Chemistry 280a, 280b	7
Chemistry 104	5	Mathematics 201, 202	10
Mathematics 101, 102	10	History 114, 115	10
Mathematics 104	5	English 201, 202	10
English 101, 102	10	Physics 204, 205, 206	15
Political Science 113	5	(or 207, 208, 209	18)
Physical Education 111, 112, 113	3	Physical Education	3
TOTAL	48	TOTAL	55

Engineering (2)

This program will satisfy degree requirements for most types of engineering. The courses required for the freshman year have been planned in consultation with the Georgia Institute of Technology.

First Year		Second Year	
English 101, 102	10	English 201, 202	10
Physical Education 111, 112, 113	3	Physical Education	3
Chemistry 101, 102	10	Mathematics 201, 202, 203	15
Mathematics 101, 102, 104	15	Physics 207, 208, 209	18
Chemistry 104	5	History 114, 115	10
Engineering 113, 114, 115	6	Political Science 113	5
TOTAL	49	TOTAL	61

Forestry (3)

A one-year program for students in Forestry.

English 101, 102	10
Physical Education 111, 112, 113	3
Botany 121, 122	10
Economics 101	5
Engineering 101	2
Mathematics 101, 102	10
Physics 204 or Physical Science 101	5
Political Science 113	5
TOTAL	50

Industrial Management (5)

This program will satisfy degree requirements for the first two years of this field of engineering.

First Year

English 101, 102	10
History 114	5
Physical Education 111, 112, 113	3
Chemistry 101, 102	10
Chemistry 104	5
Engineering 113, 114, 115	6
Mathematics 101, 102, 104	15
TOTAL	54

Second Year

English 201, 202	10
Physical Education	3
History 115	5
Business Administration 101, 102	10
Economics 101, 102	10
Mathematics 103	5
Physics 204, 205, 206	15
TOTAL	58

Liberal Arts (6)

This program is recommended for candidates for the A.B. degree, pre-education, pre-law, pre-ministerial, journalism, social work, and other pre-professional concentrations.

First Year

English 101, 102	10
History 114, 115	10
Physical Education 111, 112, 113	3
Laboratory Science	10
Mathematics 101	5
Mathematics 102	5
*Foreign Language	10
TOTAL	53

Second Year

English 201, 202	10
Physical Education	3
*Science	10
Two of the following courses—	
History 225	
Political Science 113	
Psychology 201	
Sociology 201	
Economics 101	
Philosophy 110	10
Electives	10
TOTAL	43

*A student applying for admission to a senior college which does require the amount indicated of this subject may, with the approval of his adviser, substitute other courses required by the senior institution during the first two years.

Mathematics (7)

A program designed for those students who wish to major in mathematics.

First Year		Second Year	
English 101, 102	10	English 201, 202	10
History 114, 115	10	Mathematics 201, 202, 203	15
Physical Education 111, 112, 113	3	Mathematics 235	5
Chemistry or Biology	10	Physical Education	3
Mathematics 101	5	Physics 207, 208, 209	10
Mathematics 102	5	Electives	5
Mathematics 104	5		
TOTAL	48	TOTAL	48

Medical Technology (8)

This program is designed for those students who desire a Bachelor of Science degree in Medical Technology.

First Year		Second Year	
English 101, 102	10	English 201, 202	10
Zoology 124, 226	10	Zoology 230	6
Mathematics 101, 102	10	History 114, 115	10
Chemistry 101, 102, 104	15	French or German 101-102	10
Physical Education 111, 112, 113	3	*Electives	10
		Physical Education	3
TOTAL	48		
		TOTAL	49

Music (38)

English 101, 102	10
History 114, 115	10
Physical Education	3
Applied Music	6
Music Theory 110, 111, 112	9
Electives	10
TOTAL	48

*It is recommended that Zoology 225 be taken as an elective course.

Physical Education (9)

First Year

English 101, 102	10
History 114, 115	10
Physical Education 111, 112, 113	3
Zoology 124, 225	10
Home Economics 232—Nutrition	5
Mathematics 9 or 101	5
*Electives	5
TOTAL	48

Second Year

English 201, 202	10
Physical Education	3
Zoology 108, 109	10
**Physical Education 203	2
Physical Education 114	2
Psychology 201	5
Psychology 202	5
Sociology 202	5
Electives	6

TOTAL 48

Physics (10)

A program designed for those students who wish to major in Physics.

First Year

English 101, 102	10
Physical Education 111, 112, 113	3
Chemistry 101, 102, 104	15
Mathematics 101	5
Mathematics 102	5
Mathematics 104	5
Engineering 113, 114, 115	6

TOTAL 49

Second Year

English 201, 202	10
Physical Education	3
Mathematics 201, 202, 203	15
Physics 207, 208, 209	18
History 114, 115	10
Political Science 113	5

TOTAL 61

Pre-professional: Dentistry (11)

This program is designed for those students who wish to prepare themselves for the study of Dentistry after completing three or more years of academic studies.

First Year

English 101, 102	10
Zoology 124, 226	10
Mathematics 101, 102	10
Chemistry 101, 102, 104	15
Physical Education 111, 112, 113	3
TOTAL	48

Second Year

English 201, 202	10
History 114, 115	10
Zoology 230	6
French or German 101, 102	10
***Electives	10
Physical Education	3

TOTAL 49

*It is recommended that English 228 be taken as an elective course.

**The student is exempt from this course if he has a Red Cross "Senior Life Saving Certificate."

***It is recommended that Zoology 225 be taken as an elective course.

Pre-professional: Medicine (12)

This program is designed for those students who wish to prepare themselves for the study of medicine after completing three or more years of academic studies.

First Year		Second Year	
English 101, 102	10	English 201, 202	10
Zoology 124, 226	10	Zoology 230	6
Chemistry 101, 102, 104	15	French or German 101, 102	10
Mathematics 101, 102	10	History 114, 115	10
Physical Education 111, 112, 113	3	*Electives	10
		Physical Education	3
TOTAL	48	TOTAL	49

Pre-professional: Nursing (13)

This is a one year program for those students who wish to obtain their freshman requirements to be transferred to a school of nursing offering the B.S. degree. The program as outlined is intended to satisfy the requirements of the Medical College of Georgia School of Nursing. Students planning to transfer credits are urged to consult the pre-nursing advisor in order to be sure that they are taking the proper courses.

English 101, 102	10
History 114, 115	10
Zoology 108, 109	10
Chemistry 101	5
Sociology 201	5
Psychology 201	5
Physical Education 111, 112, 113	3
TOTAL	48

Pre-professional: Optometry (14)

The requirements for admission to the schools and colleges of optometry in the United States are relatively uniform but are not identical. The practice of optometry in all states is regulated by Boards of Examiners in Optometry. The following concentration will prepare a student for transfer to any school or college of optometry in the United States and Canada.

First Year		Second Year	
English 101, 102	10	English 201, 202	10
History 114, 115	10	Zoology 230	6
Zoology 124, 226	10	Mathematics 102, 104	10
Chemistry 101, 102	10	Sociology 201	5
Mathematics 101	5	Psychology 201	5
Physical Education 111, 112, 113	3	Electives	10
		Physical Education	3
TOTAL	48	TOTAL	49

*It is recommended that Zoology 225 be taken as an elective course.

Pre-professional: Pharmacy (15)

This is a two-year concentration for those students who wish to obtain their freshman requirements for entrance to a school of pharmacy. The regional schools of pharmacy require three years minimum in residence at the School of Pharmacy.

This program is designed for those students who wish to prepare themselves for the study of Pharmacy after completing two years of academic studies. All students of Pharmacy are required to complete a five-year program, two of which are in Pre-Pharmacy and three in an accredited School of Pharmacy.

First Year

English 101, 102	10
History 114, 115	10
Mathematics 101, 102	10
Chemistry 101, 102, 103	15
Physical Education 111, 112, 113	3
TOTAL	48

Second Year

English 201, 202	10
Economics 101	5
Political Science 113	5
Physics 204	5
Zoology 124, 225, 226	15
Electives	10
Physical Education	3

TOTAL **48**

Pre-veterinary Medicine (16)

This is a four quarter program designed for those students who wish to transfer their credits to the University of Georgia School of Veterinary Medicine, which is the regional school. A student planning to spend four quarters at Armstrong should consult Veterinary School officials about his program.

English 101, 102, 201	15
Botany 121, 122	10
Zoology 225, 226	10
Chemistry 101, 102	10
Mathematics 101, 102	10
Physical Education 111, 112, 113	3
TOTAL	58

Teaching (17)

The subjects required in the freshman and sophomore years by colleges preparing teachers are: English, history, mathematics, sciences, social studies and physical education. The program below enables prospective teachers to be certified by the State Department of Education as having completed two years of college and entitles the student to the Associate in Arts Degree.

First Year		Second Year	
English 101, 102	10	Education 201	5
History 114, 115	10	English 201, 202	10
Biological or Physical Science	10	Mathematics 9 or 101	5
Physical Education 111, 112, 113	3	Physical Education	3
Political Science 113	5	Psychology 201	5
Art 101 or Music 200	5	*Electives	20
*Electives	5		
TOTAL	48	TOTAL	48

TERMINAL PROGRAMS

Business Administration: Accounting (18)

First Year		Second Year	
Business Administration 101, 102	10	Business Administration 201T,	
English 101, 102	10	202T	10
History 114, 115	10	English 201, 202, or English	
Natural Science	10	201, 228	10
Physical Education 111, 112, 113	3	Economics 101, 102	10
Elective	5	Business Administration 260	5
		Business Administration 115	5
TOTAL	48	Physical Education	3
		Electives	5
		TOTAL	48

A student who desires further training in this field may enroll for additional courses chosen from the following list. A certificate will be awarded upon satisfactory completion of 45 hours of work.

Business Administration 236T, 237T—Income Tax Accounting	10
Business Administration 229T—Cost Accounting	5
Business Administration 207T, 208T	10
Electives chosen from Business Administration, Economics or Industrial Technology courses	20
TOTAL	45

Business Administration: General (20)

First Year		Second Year	
English 101, 102	10	Economics 101, 102	10
History 114, 115	10	English 201, 202 or English	
Business Administration 101, 102	10	201, 228	10
Natural Science	10	Business Administration 115	5
Business Administration 260	5	Electives	20
Physical Education 111, 112, 113	3	Physical Education	3
TOTAL	48	TOTAL	48

*Recommended electives for elementary teachers include health, geography, economics, Georgia problems (Social Science 104), English 228 and additional science courses.

A student who desires further training in this field may enroll for additional courses chosen from the following list. A certificate will be awarded upon satisfactory completion of 45 hours of work.

Business Administration 207T, 208T	10
Business Administration 151T	5
Business Administration 161T	5
Business Administration 162T	5
Business Administration 231T	5
Economics 125T	5
Economics 126	5
Economics 127T	5
Economics 128T	5
Economics 129T	5
Economics 130T	5
Economics 133	5
Economics 132T	5

Students interested in the field of Industrial Management may substitute 15 hours in the Industrial Technology Curriculum from the following courses:

IT 121	3
IT 122	3
IT 123	3
IT 124	3
IT 127	3
IT 128	3

Business Administration: Transportation (21)

First Year

English 101, 102	10
History 114, 115	10
Business Administration 151T	5
Business Administration 152T	5
Business Administration 153T	5
Economics 101, 102	10
TOTAL	45

Second Year

English 201, 202 or English 228	
and Business Administration 115	10
Natural Science	10
Business Administration 155T	5
Business Administration 101, 102	10
Any two of the following courses—	
Bus. Adm. 207T	
Econs. 125T	
Econs. 126	
Econs. 128T	
Econs. 129T	
Econs. 130T	
Bus. Admin. 260	
	10
TOTAL	45

Students desiring further training in this general field may select five other subjects listed under the Business Administration: General (20). A certificate will be awarded upon completion of 45 hours additional work.

Transportation (22)

Students wishing a thorough background in transportation may receive a certificate upon satisfactory completion of the following program:

B.A. 151T	5
B.A. 152T	5
B.A. 153T	5
B.A. 155T	5
Economics 101, 102	10
English 101, 102 or English 228 and B.A. 115	10
Any two of the following courses:	10
Business Administration 207T	
Economics 125T	
Economics 126	
Economics 128T	
Economics 129T	
Economics 130T	
Business Administration 260	
TOTAL	50

Business Administration: One-Year Program (23)

A one year program in Business Administration (with emphasis on business courses) for those persons who may not wish to complete the two-year concentration. A certificate will be awarded to those who successfully complete the program.

Business Administration 101, 102	10
Business Administration 115	5
Business Administration 260	5
Economics 101, 102	10
English	5
Mathematics	5
Physical Education	3
Elective	5
TOTAL	48

Commerce: Secretarial (24)

This program is designed to meet the needs of those students who wish to qualify for secretarial positions in business. If, because of prior training, a student is permitted by the instructor to omit the beginning

theory courses in shorthand or typing, the student must choose elective subjects to supplement the total college hours required.

First Year		Second Year	
English 101, 102	10	Business Administration 101	5
History 114, 115	10	Business Administration 115	5
Physical Education 111, 112, 113	3	English 201, 202, or English 201, 228	10
Natural Science	10	Commerce 213	5
Commerce 101, 102, 103	6	Commerce 201, 202, 203	6
Commerce 111, 112, 113	9	Commerce 211, 212	6
TOTAL	48	Physical Education	3
		Electives	8
		TOTAL	48

Commerce: Stenographic (25)

A student who has only one year to spend in college may acquire some of the clerical skills which will enable her to secure employment as a stenographer or clerk. Whether a student will be placed in beginning theory classes of shorthand or typing will depend upon how much previous training she has had in those subjects; a more advanced standing must be approved by the instructor. A certificate is awarded upon completion of the following program.

Commerce 101, 102, 103	6
Commerce 111, 112, 113	9
Commerce 213	5
Business Administration 101	5
English 101, 102	10
Physical Education 111, 112, 113	3
Business Administration 115	5
Elective	5
TOTAL	48

Human Relations* (27)

The Terminal sequence in Human Relations is designed to start with the student's immediate interests in learning, methods of study and aptitude measurement. The next course, on principles and facts about the individual's growth, needs, feelings and learning about the world around him is followed by a practical application through experiments or projects using the objective methods of psychology. This leads to a study of a person's relationship to his social groups, a study of marriage and family adjustments, principles and facts about the way that our society is organized and finally to a practical study of needs

*Students in other concentrations may elect any Psychology or Sociology course in this program without adhering to the above sequence. Prerequisites are necessary in Psychology 202, Psychology 203, and Psychology 205.

and resources for human adjustment in our community. A student who completes this sequence should have a basic understanding of himself and others that will improve his effectiveness in his family, his work (whether in the home or employed elsewhere), his social relationships and his responsible participation in community living.

First Year

English 101, 102	10
History 114, 115	10
Physical Education 111, 112, 113	3
Mathematics 9 or 101	5
Political Science 113	5
Psychology 100	5
*Psychology 201	5
Psychology 202	5
TOTAL	48

Second Year

English 201, 202	10
Biology 124, 225 or Biology 101, 102	10
Physical Education	3
Sociology 202	5
Psychology 203	5
Sociology 201	5
Sociology 203T	5
Elective	5
TOTAL	48

Liberal Arts (28)

A student in the Terminal Liberal Arts program may select the remainder of his electives from any courses offered by the college in order to prepare for a vocation or to pursue a special interest.

First Year

English 101, 102	10
History 114, 115	10
Physical Education 111, 112, 113	3
Natural Science	10
Mathematics 9 or 101	5
**Electives	10
TOTAL	48

Second Year

English 201, 202	10
Physical Education	3
**Electives	35
TOTAL	48

A student who desires further training in this field may enroll for additional courses chosen from the following list. A certificate will be awarded upon satisfactory completion of 45 hours of work.

History 225	5
Philosophy 110	5
Select 20 hours from the following	20
French, German, Spanish, or Russian	
Two additional laboratory (double) or mathematics courses	
Electives	15
TOTAL	45

*The sequence of Psychology 201, 202 represents Introductory Psychology.

**A student must elect 20 hours from at least three of the following subjects: Foreign Language, Political Science, Economics, Fine Arts, Philosophy, Psychology, Sociology, Mathematics (other than Mathematics 103).

TECHNICAL INSTITUTE PROGRAMS

LEADING TO THE DEGREE OF ASSOCIATE IN SCIENCE

Armstrong College offers courses in a number of technical fields. For course descriptions, see pages 80-88. It is possible to complete a two year terminal program in Civil Technology at Armstrong. It is also possible to complete a two year terminal program in Chemical Technology or Industrial Technology. These two programs are offered in cooperation with the Union Bag-Camp Paper Corporation; the basic courses are taught at Armstrong College by the regular faculty; the advanced technical courses are conducted at the plant of the Union Bag-Camp Paper Corporation by fully qualified company personnel. Excellent shop, laboratory and classroom facilities are available. These courses are fully accredited by Armstrong College and are not restricted to employees of the company.

Tuition for Technical Institute courses taught at Armstrong College is the same as for other evening program courses. Tuition for the courses conducted at the Union Bag-Camp Paper plant is \$1.00 per credit hour, payable to Armstrong College.

Classes are scheduled whenever possible with duplicate or extra sessions to accommodate shift workers with rotating work hours.

Basic subjects required in all technical programs:

English 100 or 101 (depending on placement test)	5
Math 101	5
Math 102	5
Physics, 204, 205, 206	15
Engineering 113	2
Psychology 204T	5
(or IT 128T	3)
GT 113	3
GT 112	3
(or English 228	5)

Chemical Technology (31)

The curriculum for Chemical Technology has been designed to meet the needs of the chemical, paper and other related heavy industries for competent and well-trained technicians. The program gives the student a working knowledge of the fundamental branches of formal chemistry and chemical engineering.

Industries are placing greater emphasis every year on instrumental methods of analysis which are far more rigid and precise than formal chemical methods. The student completing the curriculum in Chemical Technology will acquire training in the theory and use of these electronic, optical and thermal instruments.

Positions open to graduates are assistant to research personnel, control chemist, assistant to chemical engineers, analyst and pilot plant assistant, as well as many others.

Chemistry 101	General Inorganic	5
Chemistry 102	General Inorganic	5
Chemistry 104	Qualitative Inorganic Analysis	5
Engineering 114	Engineering Drawing	2
Chemistry 280a	Quantitative Inorganic Analysis	4
Chemistry 280b	Quantitative Inorganic Analysis	3
*GT 111	Industrial Safety	1½
*Civ. T. 120	Elementary Industrial Statistics	3
*CT 121	Experimental Design	3
*Civ. T. 160	Material Balances	3
*Civ. T. 161	Energy Balances	3
*CT 162	Elementary Chemical Processes	4
*CT 165	Industrial Chemistry	4
		45½

In addition, the student will select one of the two options listed below, either paper and pulp or chemical.

Pulp & Paper Option

*CT 140—Basic Wood Technology, Pulping, Pulp Preparation, and Pulp Testing, Part I	4
*CT 141—Part II	4
*CT 142—Paper Making, Paper Converting, and Paper Testing, Part I	4
*CT 143—Part II	4
*CT 164—Wood Structure and Properties	4
20	

Chemical Option

Engineering 103—Engineering Drawing	2
Mathematics 114—Slide Rule	2
*CT 150—Organic Chemistry	5
*CT 151—Industrial Chemical Analysis	3
	17

*These courses will be taught in the plant of the Union Bag-Camp Paper Corporation.

Civil Technology (34)

Civil Technology covers one of the broader fields in the Technical Institute Program. The civil technician is a surveyor, a construction man on buildings of all kinds, highways and railroads, hydroelectric projects, locks, dams, tunnel and similar projects. He is trained to handle work in any of these fields with a minimum of supervision.

BCT 142	Construction Materials and Estimates	5
Civ. T 121	Elementary Surveying	6
Civ. T 122	Route Surveying	5
Civ. T 131	Highway Construction	3
Civ. T 143	Mechanics of Materials	6
BCT 211	Wood and Steel Construction	5
BCT 212	Concrete Construction	5
Civ. T 212	Structural Drafting I	2
Civ. T 213	Structural Drafting II	2
Civ. T 223	Land Surveys	5
Civ. T 224	Topographic and Contour Surveying	4
Civ. T 232	Heavy Construction	4
Civ. T 241	Hydraulics	6

58

Industrial Technology (32)

The curriculum in Industrial Technology is designed to enable the graduate to compete successfully for a variety of supervisory and management positions in manufacturing industries. These positions are in such categories as personnel work, quality control, methods and cost control, and the equipment, planning and production functions. The graduate will also be qualified for many staff positions with transportation, distributing and utility companies, and for the operation of private business.

Economics 101	Principles and Problems of Economics	5
Economics 102	Principles and Problems of Economics	5
Economics 128T	Principles of Marketing	5
Business Adm. 101	Principles of Accounting	5
Engineering 102	Engineering Drawing	2
Engineering 103	Engineering Drawing	2
Chemistry 101	General Inorganic	5
Chemistry 102	General Inorganic	5
*GT 111	Industrial Safety	1½
*IT 120	Manufacturing Processes	3
*IT 121	Production Organization	3
*IT 122	Economic Analysis	3
*IT 123	Production and Cost Control	3
*IT 124	Time and Motion Study	3
*IT 125	Mechanical Methods	2
*IT 126	Advanced Time and Motion Study	3
*IT 127	Data Presentation	3
*IT 128	Personnel Motivation	3

61½

*These courses will be taught at the plant of the Union Bag-Camp Paper Corporation.

Course Descriptions

Armstrong College reserves the right to (1) withdraw any course for which less than ten students register, (2) limit the enrollment in any course or class section, (3) fix the time of meeting of all classes and sections, and (4) offer such additional courses as demand and faculty warrant.

No credit will be given in beginning courses in languages where the same or similar courses have been presented for admission from high school.

Where two or more courses are listed under one description no credit for graduation will be given until the sequence is completed, for example: Zoology 101-102.

Economics and Business Administration courses marked with a T are terminal courses, and do not transfer to the University of Georgia. Technical Institute courses transfer only to another Technical Institute.

After each course name, there are three numbers in parentheses. The first number listed is the number of hours of lecture; the second, the number of hours of laboratory; and the third, the number of quarter hours of credit the course carries. For example: Botany 121—General Botany (3-4-5).

Art

Art 101—Creative Art (3-4-5). Spring.

Drawing, painting and design principles, with some pertinent background history. Introductory practice in techniques, and application to every day life needs.

Art 113—Ceramics (5-0-5).

A beginner's course in the fundamentals of pottery and clay modeling. Various ways of forming clay, decorating, glazing and firing suitable subjects.

Art 114—Ceramics (5-0-5).

A continuation of the beginner's course with emphasis on design, using the potter's wheel and understanding the use of glazes. Work may be developed in pottery or clay sculpture.

Art 290—Introduction to the History of Art (5-0-5).

The formal characteristics of the painting, sculpture, architecture and some of the minor arts will be analyzed in their stylistic and symbolic developments which will be discussed in relation to the changing cultural backgrounds.

Art 291—Introduction to the History of Modern Art (5-0-5).

A survey of world art during the eighteenth, nineteenth, and twentieth centuries. The formal characteristics of the painting, sculpture, architecture and some of the minor arts will be analyzed in their stylistic and symbolic developments which will be discussed in relation to the changing cultural backgrounds.

Biology

Biology 210—Microbiology (3-4-5). Spring. Prerequisites: ten hours of a biological science with laboratory and five hours of inorganic chemistry.

An introductory to the study of micro-organisms with primary emphasis on bacteria. The morphology, life history, and public health importance of representative bacteria, molds, viruses, protozoa, and helminths are considered.

Botany 121—General Botany (3-4-5). Fall.

A study of the structure of the roots, stems, and leaves, basic physiology and ecology of plants. Laboratory work on representative species.

Botany 122—General Botany (3-4-5). Spring. Prerequisite: Botany 121.

A study of reproduction, heredity, and evolution of seed plants, with studies of representative species of the other major plant groups. Laboratory work includes frequent field trips.

Zoology 101-102—Human Biology (10-0-10). Winter and Spring. Four lectures and one demonstration period.

A basic course intended to acquaint the student with biological principles and their application to the human organism. The second quarter is a continuation of the first; no credit is allowed toward graduation until the sequence is completed.

Zoology 108-109—Human Anatomy and Physiology (6-8-10). Fall and Winter.

A basic course considering the gross anatomy, histology, and physiology of the organ systems. Laboratory work includes thorough dissection of a typical mammal as well as basic experiments in physiology. The second quarter is a continuation of the first; no credit is allowed toward graduation until the sequence is completed. Not open to pre-professional students in the biological sciences.

Zoology 124—General Zoology (3-4-5). Fall and Spring. Prerequisite: High school chemistry is strongly recommended. Not open to students having credit for Zoology 101-102.

A survey of principles in biology, with accent upon cellular phenomena.

Zoology 225—Invertebrate Zoology (3-4-5). Winter. Prerequisite Zoology 124, or Zoology 101-102, or Botany 121-122.

A survey of the invertebrate animals, their biology, structure, and relation to other animals.

Zoology 226—Vertebrate Zoology (3-4-5). Spring. Prerequisite: Zoology 124 or 101-102, or Botany 121-122.

A study of the structure, body functions, interrelations, and natural history of the vertebrate animals.

Zoology 230—Comparative Vertebrate Anatomy (3-6-6). Fall. Prerequisite: Zoology 226.

A study of the anatomy and evolution of the organ systems of the vertebrates.

Business Administration

Business Administration 101—Principles of Accounting, Introductory (5-0-5). Fall, Winter and Spring.

An introduction to the fundamental principles and procedures of accounting, including a study of the journal, the ledger, working papers, accounting, statements, controlling accounts, special journals and the voucher system.

Business Administration 102—Principles of Accounting, Introductory (5-0-5). Winter and Spring. Prerequisite: Business Administration 101.

An application of accounting principles to certain problems such as the proprietorship, the partnership, the corporation, departmental operations, manufacturing accounts and the analysis of financial statements.

Business Administration 115—Business Correspondence (5-0-5). Winter and Spring.

Covers various aspects of business and technical report writing. Attention is given to vocabulary building, a review of the mechanics of grammar, and techniques of business writing. Letter studies include: sales, credit, collection, promotion, application, routine, personal, and formal. Information relative to effective policies in these areas is considered.

Business Administration 151T—Introduction to Transportation (5-0-5). Fall.

History of transportation; development leading to legislative supervision of railroads; developments leading to Federal regulation of carriers, other than railroads; freight classifications; principles of freight rates and tariff.

Business Administration 152T—Elementary Rates and Tariffs. (5-0-5). Winter. Prerequisite: Business Administration 151T or permission of instructor.

Shipping documents and their application; special freight services; freight claims, overcharge and loss and damage; freight tariff circulars; construction and filing of tariffs; terminal facilities and switching; and demurrage.

Business Administration 153T—Advanced Rates and Tariffs (5-0-5). Prerequisite: B.A. 152T or permission of instructor.

Through routes and rates, overcharges and undercharges, loss and damage, import and export traffic, Rate and Classification Committee procedure.

Business Administration 155T—Regulation of Transportation (5-0-5).

Evolution, construction and interpretation of the Interstate Commerce Act; creation and organization of the Interstate Commerce Commission; practice before the Interstate Commerce Commission, general review.

Business Administration 161T—Principles of Insurance (5-0-5). Prerequisite: Economics 102.

A comprehensive treatment of the insurance field: an explanation of the different types of insurance and fundamental underlying principles, the organization of the insurance business and accepted insurance practices.

Business Administration 162T—Real Estate Principles (5-0-5). Prerequisite: Economics 102.

A consideration of the general principles of property utilization, the law dealing with ownership, transfer of title and liens; the appraisal process, determinants of values, the real estate cycle, management and salesmanship and regulatory legislation.

Business Administration 201T—Principles of Accounting, Intermediate (5-0-5). Spring. Prerequisite: Business Administration 101.

Basic accounting theory and the solution of problems requiring an application of accounting theory.

Business Administration 202T—Intermediate Accounting (5-0-5). Second course. Prerequisite: Business Administration 201T.

A continuation of Business Administration 201T emphasizing the theories of valuation of fixed assets and liability accounts, the application of these theories and the interpretation of financial statements prepared on the basis of these theories.

Business Administration 207T—Business Law (5-0-5). Fall.

Law governing the basic principles applicable to the following subjects. Contracts: offer and acceptance, consideration, performance, rights of third parties and discharge. Agency: creation of an agency, liabilities of principal and agent. Negotiable instruments: elements of negotiability, endorsement and transfer, liabilities of parties, discharge.

Business Administration 208T—Business Law (5-0-5). Spring.

The law governing the basic legal principles applicable to the following subjects which are of particular interest to those planning to major in accounting. Partnership: formation, powers, liabilities of partners, termination. Corporation: formation, power rights of security holders, types of securities. Sales: vesting of title, warrants, remedies.

Business Administration 229T—Cost Accounting (5-0-5). Spring. Prerequisite: Business Administration 101, 102.

Methods of determining and distributing costs in manufacturing, including the job order and the process methods.

Business Administration 231T—Retailing (5-0-5).

Basically a course in merchandising and promotion. Retailing also covers allied services such as stock and inventory control, accounting systems, mark-ups, and materials handling. A review is given on the basic elements of salesmanship and modern trends. Store design, the effects of lighting, color dynamics, traffic and aisle display are illustrated. Delineation of the various advertising media is also involved.

Business Administration 236T—Income Tax Accounting. Fall. (5-0-5). Prerequisite: Business Administration 102.

A study of federal income tax laws and the application of these laws to the income tax returns of individuals, partnerships and corporations.

Business Administration 237T—Tax Accounting (5-0-5). Prerequisite: Business Administration 236T.

A continuation of Business Administration 236T with emphasis on corporations and fiduciary returns and social security taxes, gift taxes and estate taxes.

Business Administration 260—Principles of Management (5-0-5).

Designed to prepare students in the fundamentals of all phases of administrative, staff and operative management. Successful management principles and techniques are given for all fields of business which include: business objectives, policies, functions, executive leadership, organization structure and morale, cooperative procedure and control procedure.

Chemistry

Chemistry 101—General Inorganic (4-3-5). Fall and Winter. Prerequisite: Mathematics 9, or consent of instructor.

A study of the fundamental principles and laws of chemistry through the modern concept of the atom, with a quantitative approach to the laws. The lab consists of one three hour period per week emphasizing fundamental techniques as applied to the beginning experiments.

Chemistry 102—General Inorganic (4-3-5). Winter and Spring. Prerequisite: Chemistry 101.

This is a continuation of Chemistry 101 with emphasis on descriptive chemistry of particular elements, families and groups, including some organic chemistry. The lab follows with a study of the properties and preparations. One three hour lab per week.

Chemistry 104—Qualitative Inorganic Analysis (3-6-5). Spring and Fall. Prerequisite: Chemistry 102.

The lecture is devoted to the study of theoretical principles of chemical equilibrium and application to qualitative analysis. Lab is a systematic study of the separation and identification of common cations and anions by semi-micro techniques.

Chemistry 105—Chemistry for Nurses (4-2-5). Fall. Principles of inorganic, organic, and physiological chemistry with special application to nursing practice.

Chemistry 280a—Quantitative Inorganic Analysis (2-6-4). Winter. Prerequisite: Chemistry 104 or approval of the instructor.

A study of the fundamental theories and applications of quantitative analysis involving volumetric and gravimetric methods. No credit is given for this course before completion of Chemistry 280b.

Chemistry 280b—Quantitative Inorganic Analysis (1-6-3). Spring. Prerequisite: Chemistry 280a or its equivalent.

This course is a continuation of Chemistry 280a, with special topics in instrumental methods.

Commerce

Commerce 101—Beginning Typing (0-5-2). Fall, Winter and Spring.

This course consists of introductory instruction in the technical features and care of the machine, position, fingering, proper technique and mastery of the keyboard.

Commerce 102—Beginning Typing Continued (0-5-2). Fall, Winter and Spring.

This course is a continuation of speed development. In addition, instruction in typing letters and setting up simple tabulations is given.

Commerce 103—Intermediate Typing (0-5-2). Fall, Winter and Spring. Prerequisite: Commerce 101-102 or equivalent.

A typewriter course in which emphasis is placed on speed building and accuracy. Special typing problems such as business letters, minutes, notices, stencil cutting and carbon copies are stressed.

Commerce 111-112—Beginning Shorthand (5-0-3). Fall and Winter.

Complete theory of Gregg Shorthand simplified. Reading dictation and transcription from studied material. A dictation speed of 80 words a minute is attained.

Commerce 113—Intermediate Shorthand (5-0-3). Spring.

Dictation and transcription of new and studied material. Student is required to take dictation at the rate of 100 words a minute.

Commerce 201—Advanced Typing (0-5-2). Fall, Winter and Spring. Prerequisite: Commerce 103 or equivalent.

Advanced typing is a course in the acquisition of speed and accuracy including various legal forms and papers, manuscripts and business papers. Most of the student's work is done on a production timing basis.

Commerce 202—A continuation of Commerce 201 (0-5-2). Fall, Winter and Spring.

Commerce 203—A continuation of Commerce 202 (0-5-2). Fall, Winter and Spring. An average of 60 words a minute is attained.

Commerce 211—Advanced Shorthand (5-0-3). Fall. Prerequisites: Commerce 111, 112, 113 or equivalent.

A course in which the principles of Gregg Shorthand are applied in developing skill and accuracy in writing shorthand and in transcribing. Dictating and typing of mailable letters are emphasized. A speed of 110 words a minute for five minutes is attained.

Commerce 212—A continuation of Commerce 211 (5-0-3). Winter. A speed of 120 words a minute is required.

Commerce 213—Office Practice (5-0-5). Spring. Prerequisite: Commerce 112 or equivalent or permission of instructor.

Typical business office situations are duplicated as nearly as possible, including the instruction of various business machines. Practical problems deal with typing, filing and office courtesies.

Economics

Economics 101—Principles and Problems of Economics (5-0-5). Fall.

A study of the principles behind the economic institutions of the present time and an examination of some of the economic problems in the modern world.

Economics 102—Principles and Problems of Economics (5-0-5). Winter. Prerequisite: Economics 101.

A continuation of the study of economic principles and problems begun in Economics 101.

Economics 125T—Elementary Economic Statistics (5-0-5).

An introduction to presentation and analysis of quantitative economic data. Statistical sources, table reading, chart making; elementary statistical procedures and their economic interpretation; introduction to index and time series analysis.

Economics 126—American Economic History (5-0-5).

The growth and development of economic institutions in the United States from the colonial period to the present with major emphasis on the period since 1860. It will deal with agriculture, industry, labor, domestic and foreign commerce, transportation, money and banking, and finance.

Economics 127T—Money and Banking (5-0-5). Prerequisite: Economics 102.

The role of money in the economic organization; monetary theory; methods of stabilizing the price level; the integration of financial institutions; theory of bank deposits and elasticity of bank currency; discount policy and the interest rate of central banks; methods of regulating credit and business activities.

Economics 128T—Principles of Marketing (5-0-5). Prerequisite: Economics 102.

Principles and methods involved in the movement of goods and services from producers to consumers; marketing functions; marketing manufactured goods, raw materials and agricultural products; proposals for improving the marketing structure.

Economics 129T—Labor Economics (5-0-5). Prerequisite: Economics 102.

An analysis of the background and origin of our modern labor organizations and their remarkable growth in recent years.

Special emphasis is placed on the social and economic aspects of our labor problems including the study of wages, working conditions, unemployment problems, the movement toward shorter hours, workers welfare plans, labor organizations and the outlook for future developments along these lines.

Economics 130T—Personnel Administration (5-0-5). Prerequisites: Psychology 201 and Economics 101.

A study of the principles and practices in the field of the administration of human relations and industry. Emphasis is given to scientific techniques and devices in the development of a well-rounded personnel program.

Economics 132T—Investments (5-0-5). Prerequisite: Economics 127T.

A study of stock and bonds, market operations, investment mathematics, investment policies and financial statements.

Economics 133T—Business Finance (5-0-5).

Financial promotion and organization of business firms; problems of financial administration; failures; financial rehabilitation.

Education

Education 201—Orientation to Teaching (5-0-5). Winter.

For the beginning or prospective teacher, this subject offers a broad understanding of the American spirit in education, the place of the school in society, its growth and changing function as a social institution. The problem and discussion approach is used.

Education 206—Educational Psychology (5-0-5).

Special emphasis is placed upon developing competencies on the part of the prospective elementary and high school teachers in understanding and applying the psychological principles involved in the

learning and development of children and youth. Supervised visits will be made to schools for observation and study, when possible.

Engineering

Engineering Graphics 113—(0-6-2).

Topics of study include lettering (capital and lower case); the use of the instruments; geometric construction; orthographic projection; emphasis on descriptive geometry concepts as applied to the solution of problems involving orthographic projection of solids, auxiliary views, and points, lines and planes.

Engineering Graphics 114—(0-6-2). Prerequisite 113.

Topics of study include the solution of problems involving points, lines and planes by use of the revolution method; intersection of surfaces; warped surfaces: the development of surfaces. Practical applications are emphasized.

Engineering Graphics 115—(0-6-2). Prerequisite, 114.

Topics of study include sections and conventions; dimensioning; pictorial representation; detail sketches; shop processes; assembly drawings from detail sketches; working pictorial sketches; introduction to charts and graphs; reproduction processes, ink tracing on cloth; graphical calculus.

English

Students will be assigned to freshman English according to results of tests taken before the beginning of the term.

English 100—*Freshman English* (4-2-5). Fall, Winter and Spring.

This is a course in expository writing. An effort is made to gain a thorough knowledge of sentence structure. Through practice, the student tries to achieve logical, coherent, and correct expression. A

handbook of composition is used, and models of good writing are studied.

Students who are placed in English 100 will also be required to spend two hours a week in the reading laboratory. Successful completion of this work will be necessary in order to receive credit for English 100.

Students who are assigned to this course must make a grade of C before taking English 101.

English 101—Freshman English (5-0-5). Fall, Winter and Spring. Prerequisite: Assignment to this course is based on entrance test results or the successful completion of English 100.

This is a course in writing in which the aim is the achievement of a standard acceptable in any professional field. Through practice and the study of models, the student works toward clarity, unity, coherence, correctness, and worthwhile subject matter. A library paper is written during the term.

English 102—Freshman English (5-0-5). Fall, Winter and Spring. Prerequisite: English 101.

Literature studied in this course comes from the two principal early sources of our culture: early Greek literature and the Bible. The works read are the *Iliad*, the *Odyssey*, Greek drama, Genesis, the Saul-David story in Samuel and Kings, and the Prophets.

English 201—Sophomore English (5-0-5). Fall, Winter and Spring. Prerequisite: English 101.

The study of literature continues with Shakespeare, poetry, novels, and short stories through the nineteenth century.

English 202—Sophomore English (5-0-5). Fall, Winter and Spring. Prerequisite: English 101.

Modern literature, including novels, poetry, and drama, is studied.

It is advised that students take the three Literature Courses in sequence.

English 227—Modern Drama (5-0-5). Fall.

Class reading and discussion of modern plays from Ibsen's "Ghosts" to Miller's "Death of a Salesman." The course is centered on appreciation of drama and improving of oral interpretation through reading selected plays aloud.

English 228—Fundamentals of Speech (5-0-5). Winter.

Basic principles and practices of speech. The course gives some attention to the physiological make-up of the speech mechanism,

phonetics, gesture, articulation, pronunciation, and regional speech differences. However, it consists primarily of practicing the fundamentals of speech through a wide variety of formal, informal, extemporaneous, impromptu, and group participation speech exercises.

English 230—Principles of Theatre Art (5-0-5). Spring.

A study and discussion of the fundamentals involved in the development of dramatic art and in the staging methods which have been and are now utilized in producing drama. The course will develop chronologically and will relate directly to historical events and to the changing form and method of writing for the stage.

English 231—The Nineteenth Century (5-0-5). Spring

A survey of the most important verse and prose written in England and the United States during this period.

French

French 101-102—Elementary French (10-0-10). Fall and Winter.

A course for beginners. The spoken language is studied as well as grammar and reading. No credit for graduation will be given until the sequence is completed. No credit will be given for these courses if two years of high school French have been presented for entrance credit.

French 201—Intermediate French (5-0-5). Spring. Prerequisite: Two quarters of college French or two years of high school French. Review grammar, oral practice, reading of selected texts.

French 202—Intermediate French, continued (5-0-5). Winter. Prerequisite: Three quarters of college French or three years of high school French.

Further reading of texts, oral and composition practice.

French 204—French Classical Drama (5-0-5). Spring. Prerequisite: French 202.

Selected plays of Corneille, Moliere and Racine.

Geography

Geography 111—World Human Geography (5-0-5).

A survey of world human geography, emphasizing population characteristics, topographic features, distribution of economic activities and geo-political problems within the major geographical regions. Consideration of adequacy of resources to support expanding world populations.

German

German 101-102—Beginning German (10-0-10). Fall and Winter.

Drill upon pronunciation and elements of grammar, conversation and the training of the ear as well as the eye. German is used as much as practicable in the classroom instruction. The course includes reading of texts and translations, conversation, dictation, and dialogues.

No credit for graduation is allowed until sequence is completed.

No credit will be given for these courses if two years of high school German have been completed.

German 201—Intermediate German (5-0-5). Spring. Prerequisite: Two quarters of college German or two years of high school German.

Grammar review and comparative grammar are studied for the purpose of enabling students to write compositions. Short stories are read; and conversation is practiced.

Health

Health 111—Personal and Community Health Problems (5-0-5).

This course considers the meaning of health and factors influencing health behavior; health problems as related to the individual; overview of world, national, state and local health problems; community health organizations; mobilizing and evaluating community health resources. The legal aspects in community health and the laws governing reportable diseases is given special attention.

History

History 100—Survey of American History (5-0-5).

This course is designed to satisfy the state law requiring that all students receiving degrees shall pass an examination on the history of the United States and of Georgia.

History 114—An Historical Introduction to Contemporary Civilization (5-0-5). Fall and Winter.

This course comprises a chronological survey of the main currents of political, social, religious and intellectual activity in Western Civilization from the time of the ancient Mediterranean civilizations to the present era. Selected topics and periods are studied in greater detail by a careful reading of works by Plato, Dante, Machiavelli, Descartes and others. Classes will meet three hours a week for lectures by the history staff and two hours a week in small groups for discussion.

History 115—A Continuation of History 114 (5-0-5). Spring and Summer.

(For History 114 and 115 classes will meet three hours a week for lectures by the history staff and two hours a week in small groups for discussion.)

History 224—History of England (5-0-5). Winter.

A study of English political and social institutions from early times to the present with special emphasis given to developments since the Tudor period.

History 225—Recent European History (5-0-5). Fall.

This course is designed to provide an opportunity for detailed study of major national and international developments in European affairs from about 1870 to the present time. Special emphasis is devoted to the First World War and new developments in Europe following that war and the complex of world events which preceded the Second World War.

History 226—Recent American History (5-0-5). Winter.

This course has as its purpose the examination of the most important events and movements, political, social and cultural, in American life from about 1865 to the present time.

Home Economics

Home Economics 232—Nutrition (5-0-5).

The requirements of different individuals for energy, protein, minerals and vitamins; foods as a source of daily requirements, and the relation of food and the state of nutrition of an individual to physical fitness.

Home Economics 235—Nutrition Education for Teachers (5-0-5).

A study of the diet habits of Georgia school children and the relation of nutrition to health. Emphasis is placed on how teachers can enrich school and community programs and improve the health of school children through nutrition education.

Mathematics

Mathematics 8—Plane Geometry (5-0-5).

Topics of study include rectilinear figures, congruent triangles, the circle, similar figures and polygons.

(Students will not receive college credit for this course if they have completed one unit of high school credit in geometry.)

Mathematics 9—Intermediate Algebra (5-0-5). Fall, Winter and Spring.

Some basic concepts from elementary logic and set theory are studied. A development of the important properties of the real number system is given from the field axioms.

Emphasis is placed upon operations with powers and roots, solution of inequalities, the concept of absolute value. Particular attention is given the development of the concepts of function and the graph of a function.

An introduction to the theory of equations will include a study of the method of solution of linear and quadratic polynomial equations with applications.

Mathematics 101—College Algebra (5-0-5). Fall, Winter and Spring. Prerequisites: Two units high school algebra or mathematics 9.

After a survey of the real number system the concepts of function and graph of a function are studied thoroughly; the order relation and the solution of inequalities are both stressed. An introduction to the theory of complex numbers precedes the theory of equations. System of equations are solved by methods of matrices and determinants. The binomial theorem and elementary probability theory are introduced through a study of permutations and combinations. Mathematical induction is approached through a study of sequences, and is applied to sequences of statements.

Mathematics 102—Trigonometry (5-0-5). Winter and Spring. Prerequisite: Mathematics 101.

A thorough study of exponential and logarithmic functions precedes the development of the usual properties of logarithms, and methods of computation. The trigonometric functions of a real number are defined using the unit circle definition. The study of trigonometric identities is followed by: periodicity, boundedness, and amplitude, and the trigonometry of triangles. Some further theory of complex numbers with DeMoivre's Theorem is presented. After some general theory of inverse functions is studied, the inverse trigonometric functions and trigonometric equations are presented.

Mathematics 103—Mathematics of Finance (5-0-5). Spring. Prerequisite: Mathematics 101.

This course gives that background necessary for dealing with problems found in banking, real estate, financing, and accounting; the operation of the compound-interest law in business; simple problems concerning bonds, sinking funds, valuation of properties and annuities. Practical problems in these fields will be emphasized. The

necessary aids and short cuts and use of tables and logarithms will be studied.

Mathematics 104—Analytic Geometry and Calculus (5-0-5). Spring. Prerequisite: Mathematics 102.

First, some review topics from algebra are considered. From analytic geometry the concepts of coordinates, graphs of equations, the distance formula, and equations of lines are presented. The fundamental concept of the calculus, the concept of limit of a function, is carefully presented using the epsilon-delta definition; the limit theorems are proved. Thus, a foundation for the study of continuity and differentiability is laid. Applications of the derivative include a thorough study of the extrema of functions and inflection points.

Mathematics 201—Calculus (5-0-5). Fall. Prerequisite: Mathematics 104.

Conic sections are first studied. The development of the definite integral by using Riemann Sums is based upon some properties of the real numbers, e.g. least upper and greatest lower bounds of sets of real numbers, and the completeness property. A study of the intermediate value theorems is followed by some applications of the integral. Differentiation of transcendental functions, and elementary formal integration are also considered.

Mathematics 202—Calculus (5-0-5). Winter. Prerequisite: Mathematics 201.

Methods of advanced formal integration which include integration by parts and partial fractions are studied. Some applications are: Simpson's Rule, centroids of solids of revolution and of a plane area. Basic properties of continuous and differentiable functions are considered carefully. Methods of parametric equations and polar coordinates are studied with applications. The theory of infinite series includes differentiation and integration of power series.

Mathematics 203—Calculus (5-0-5). Spring. Prerequisite: Mathematics 202.

Solid analytic geometry precedes a study of vectors in two and three dimensions. Partial differentiation is carefully presented, and a proof of the Fundamental Theorem of Algebra is given. Multiple integration is presented with applications. Cylindrical and spherical coordinates are also considered.

Mathematics 235—An Introduction to Finite Mathematics (5-0-5). Spring. Prerequisites: Math 102 or consent of Instructor.

An introduction to logic and set theory give some insight into modern concepts in mathematics. The probability theory which is

studied involves probability measure, conditional probability, finite stochastic processes, and the law of large numbers. The study of the theory of vectors and matrices includes the development of the usual vector and matrix operations, and linear transformations; this precedes some concepts from linear programming. Applications are given to the behavioral sciences with some applications to genetics.

Music

Music 110—Music Theory. (5-0-3). Fall.

An introduction to the fundamentals of music theory through sight-singing, dictation, part-writing and keyboard harmony. The ability to read notes is essential for this course.

Music 111—Music Theory (5-0-3). Winter.

A continuation of Music 110 with emphasis on part-writing of triads and their inversions, the dominant seventh chord, sight-singing, dictation and keyboard harmony.

Music 112—Music Theory (5-0-3). Spring.

A continuation of Music 111 through derivations and inversions of the dominant seventh chord, triads on all degrees and secondary seventh chords, sight-singing, dictation and keyboard harmony.

Music 200—Music Appreciation (5-0-5). Spring.

A course designed to help the student understand and enjoy fine music. Analysis of form, style and mediums of musical expression from the great periods of musical art. Lectures, discussions and recorded sessions comprise the course.

Applied Music Courses

Applied music courses consist of private instruction in voice or an instrument. Two hours credit is received per quarter with six hours credit possible per year. A special applied music fee is charged for these courses as indicated under the course descriptions.

No practice facilities are available at the college. The student must have access to private practice facilities in order to enroll for applied music courses.

Music 115 a,b,c—Applied Music. 2 hours credit per quarter. One one-hour private lesson per week. Special fee \$48.00.

Music 215 a,b,c—Applied Music. 2 hours credit per quarter. A continuation of Music 115c. Special fee \$48.00.

Philosophy

Philosophy 110—Introduction to Philosophy (5-0-5).

The fundamentals of philosophy, the meaning and function of philosophy, the vocabulary and problems of philosophy, and the relation of philosophy to art, science and religion. Includes a survey of the basic issues and major types in philosophy, and shows their sources in experience, history and representative thinkers.

Philosophy 222—Honors Seminar (5-0-5.)

The Honors Seminar will study some aspects of the nature of man in the natural world. The aim of the seminar will be to integrate what has been approached as specialization in the general curriculum. Instructors from the natural sciences, the humanities and the social sciences will serve as discussion leaders.

This course is open by invitation to sophomores placed on the Permanent Dean's List at the end of their freshman year and to other sophomores who are recommended by their advisors.

Physical Education

Physical Education 111—Conditioning Course (0-3-1). Fall.

Consists of calisthenics, stunts and tumbling, lifts and carries, road work, duel combatives, and simple games.

Physical Education 112—Team Sports (0-3-1). Winter.

Consists of basketball, soccer, speedball and volleyball.

Physical Education 113—Elementary Swimming (0-3-1). Spring.

**Physical Education 114—Officiating of Basketball (1-3-2). Winter.* Prerequisite: P. E. 112 or equivalent.

Consists of a study of rules interpretation and actual experience in coaching and officiating in class and intramural games. Elective credit, except when substitute for P. E. 112.

**Physical Education 204—First Aid (3-0-1). Winter.*

The American Red Cross standard course in first aid.

Physical Education 201—Elementary Tennis (0-3-1). Fall.

**Physical Education 203—Senior Life Saving and Instructors' Course in Swimming (2-3-2). Spring.* May be substituted for Physical Education 113.

Physical Education 205—Folk Rhythms (0-3-1). Spring.

*Elective unless substituted as written in course description.

Physical Education 206—Modern Dance for Women (0-3-1). Winter.

Physical Education 207—Tap Dance for Beginners (0-3-1). Winter.

Physical Education 208—Adult Recreative Sports (0-3-1). Spring.

Physical Education 232—Bowling (0-3-1). Winter.

Physical Science

Physical Science 101 (5-0-5). Fall. No prerequisite.

A study of the scientific method and its use in man's solutions of problems in his physical environment. The student learns the fundamentals of physics and acquires familiarity with the basic formulas and principles. He learns the similarity of the application of principles involving small particles to larger or planetary particles. If student has completed a course in college physics, no credit will be given for this course.

Physical Science 102 (5-0-5). Winter. No prerequisite.

In this course emphasis is placed on the study of the principles of inorganic and organic chemistry with some examples of the application of chemistry in household, industry, medicine, biology, geology, etc. Here the knowledge of the structure of the fundamental particles of matter (atoms and molecules) is used in the study of the classification of the simple components of matter (elements) and the changes which they undergo to form more complex substances (compounds). If the student has completed a course in college chemistry, no credit will be given for this course.

Physical Science 103 (5-0-5). Spring. No prerequisite.

A survey of elementary geology and astronomy. This course covers what might be termed a "Biology of the Earth", concerning itself with earth materials, weather and climate, rocks and minerals, erosion and sedimentation, vulcanism and diastrophism, the law of uniform change and earth history as interpreted from the rock record. Upon completion of this phase the course progresses to the astronomy phase and the study of the stars and galaxies. Starting with the planetary system of our own sun, the study proceeds to the other stars and stellar systems, including, of course, the nebulae. Finally, the course covers general relativity and cosmology, entering the frontiers of Physical Science to conjecture on the "science of tomorrow."

Physics

Physics 204—General Physics—Mechanics (4-2-5). Fall.

Prerequisite: Mathematics 101 and 102 or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of mechanics. Force and motion, work and power, energy, torque, and properties of gases are included.

Physics 205—General Physics—Electricity (4-2-5). Winter. Prerequisites: Math 101 and 102 or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of magnetism, electric circuits, electric energy and power, electromagnetic induction, and principles of alternating current.

Physics 206—General Physics—Heat, Sound, and Light (4-2-5). Spring. Prerequisite: Math 101 and 102 or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of heat, sound and light. Under heat will be studied temperature measurement, thermal expansion, heat quantities, heat transfer, and thermodynamics. The study of sound includes wave motion, sound waves, and acoustics. Light includes reflection, refraction, spectra, color, and optics.

Physics 207—Mechanics, Sound and Heat (5-3-6). Fall. Prerequisite: Mathematics 104 or 201. (This course may be taken concurrently.)

Physics 207, 208 and 209 together constitute a thorough course in basic physics for engineering students. This course includes classical physics, and an introduction to modern physics (to which more than one quarter of the three courses is devoted) including the quantum theory of radiation, atomic structure, relativity, X-Ray, wave versus corpuscular propagation, natural radioactivity, nuclear reactions, and artificial radioactivity, nuclear energy and cosmic rays, and the fundamental particles.

The five classroom hours each week include some lectures and films, but the solution of a large number of problems is required, including application of the elements of the calculus.

The laboratory work is designed to give practice in the art of making precise measurements, proficiency in the manipulation of apparatus and added familiarity with some of the concepts of physics. The theory of errors is stressed enough to give students the ability to decide under what conditions the greater expense of more precise measurements is justified.

Physics 207 is an intensive course in mechanics, sound and heat. It includes the study of statics, kinetics, friction, work, power, energy,

momentum, machines, elasticity, fluid mechanics, harmonic motion, wave motion and vibrating bodies, temperature-expansion, heat transfer, work and heat, and the laws of thermodynamics.

Physics 208—Electricity, Magnetism and Basic Light Through Geometric Optics. (5-3-6). Winter. Prerequisite: Mathematics 104 or 201.

Physics 208 is an intensive course in electricity, magnetism, and geometric optics. It includes the study of the ideal gas and the atomic view of matter, static electricity, current electricity, magnetism, magnetic fields, electromagnetic induction, capacitance, inductance, alternating currents, electrical instruments, electromagnetic waves, nature and propagation of light, reflection and refraction, mirrors and lenses, optical instruments.

Physics 209—Light Phenomena and Modern Physics. (5-3-6). Spring. Prerequisite: Mathematics 104 or 201, and Physics 208.

Physics 209 continues the study of the phenomena of light, including interference, diffraction, and polarization; and then proceeds into modern physics via the quantum theory of radiation, atomic structure, and the theories of relativity (see Physics 207, above). During this quarter laboratory work is on a "senior course" level and is designed to encourage independent thought and to deviate definitely from the somewhat stereotyped work of the preceding quarters.

Political Science

Political Science 112—The Governments of Foreign Powers. (5-0-5).

A study is made of the leading modern political theories, and attention is paid to the structure and powers of the major foreign governments.

Political Science 113—Government of the United States (5-0-5). Fall, Winter and Spring.

A study is made of the structure, theory, and workings of the national government in the United States and some of the major problems of the state and local government. The course shows how developmental practice has created our government as it stands today.

Political Science 114—Totalitarianism and the Free World: Crisis in Civilization (5-0-5). Spring.

This course examines dispassionately the various political ideologies which contend for men's allegiance in the twentieth century: principally fascism, nazism, and communism against the political and economic systems, of the free world.

Psychology

Psychology 100—Psychology of Adjustment (5-0-5). Fall, Winter, and Summer.

This course is an orientation into college and into the choice of a career. Objective aids developed in the field of psychology will be used to discover effective ways of learning in general, and of studying in the college setting. Methods of objective measurements of a person's intelligence, interests, special aptitudes and personality traits will be explored and demonstrated. These will be applied to problems of educational, vocational, and special interest training. Special emphasis is placed upon the understanding of learning processes and the motivation of behavior.

Introductory Psychology 201, 202 (10 quarter hours).

Full 5 hour credit is granted for Psychology 201, Elements of Psychology, taken singly. Psychology 202, Applications of Psychology, may be elected to complete the two quarter sequence provided that its prerequisite, Psychology 201, has been completed.

Psychology 201—Elements of Psychology (5-0-5). Fall, Winter, Spring, and Summer.

Psychology studies individual behavior by use of various adaptations of scientific observation. This course works with the evidence and concepts pertaining to primary behavior processes which systematic observation has explored. These topics, basic to understanding human behavior, include scientific methodology in psychology, heredity and patterns of growth, processes of learning and retention, adjustment processes as affected by motivation, emotions, and adaptations to frustration and conflict, sensory-perceptual processes leading to objective observation, and the use of these interacting processes for thinking purposefully, objectively, logically and creatively. By the end of the course the student is expected to be able to see these processes interacting in a given example of behavior.

Psychology 202—Applications of Psychology (5-0-5). Spring. Prerequisite: Psychology 201.

The findings, methods and concepts explored in Psychology 201 are applied during this course in four areas of practical investigation. First, an introduction to Experimental Psychology will use class projects to give practical experience in setting up designs for controlled observations. Second, an introduction to Social Psychology will use class projects to give practical experience in some field study and statistical methods of observation in social research. Third, an introduction to Tests and Measurements of individual differences (intelligence, achievement, aptitude and personality) will use class projects on the design and use of psychological tests to demonstrate the clinical

and statistical methods of observation. Fourth, an introduction to Clinical and Abnormal Psychology will use the life study and case study methods of observation by exploring and observing the dynamics of emotional sickness as it relates to emotional health. Direction of each section of this course will rotate among members of the psychology faculty.

Psychology 203—Social Psychology (5-0-5). Fall and Spring. Prerequisite: Psychology 201.

This course centers on a study of the individual's interaction with his social groups (family, friendship groups, clubs, church groups, community groups). Forces of need, emotion and interests that bind the individual to his groups and the dynamic forces of group interaction are analyzed. The live laboratory of the class itself is used for experiencing the processes of communication and interaction in a group setting. Special topics of attitude formation, leadership, group conflicts, social stratification, mass communication, propaganda, public opinion formation and methods of changing group patterns are studied by consulting the reports of responsible studies and by group projects.

Psychology 204T — Applied Industrial Psychology (5-0-5). Prerequisite: Psychology 201.

This course applies psychology to special problems in industry. A study is made of causation in behavior, leadership, testing, training and fatigue, with a view to developing the technique of working with superiors, associates and subordinates. Methods of objective measurements of a person's intelligence, interests, aptitudes and personality traits will be explored and demonstrated. Special problems of personnel management and production will be considered.

Psychology 205—Child and Adolescent Psychology (5-0-5). Prerequisite: Psychology 201.

This course presents tested information on how growth, development and learning affect the behavior of human beings from conception through childhood and adolescence. Systematic study of responsible research in this field, from life-study, clinical and experimental research methods, is the basis for class seminar and lecture. To supplement study of the literature projects are planned for direct observation of child behavior in a nursery school, in various elementary school classes and in informal settings. When possible, special areas receive special study, such as testing programs, problems of exceptional children, child therapy or typical problems in child-parent relations and child placement.

Russian

Russian 101-102—Elementary Russian (10-0-10).

This course consists of grammar, composition, conversation, reading and dictation. No credit will be allowed toward graduation until the sequence is completed.

Social Science

Social Science 104—Contemporary Georgia (5-0-5).

A study of current economic and social statistics as pertaining to agriculture, industry and commerce; population trends and governmental organizations and problems.

Sociology

Sociology 201—Introductory Sociology (5-0-5). Fall, Winter, Summer.

Sociology is the scientific study of human behavior at the group level. This course presents material which has been gathered by systematic and objective studies of human society. Material is introduced from the fields of cultural anthropology and social psychology. In this way an understanding is gained not only of the function of culture as a factor in the socialization of the individual but also of the role of the individual as a member of his own society. Attention is then turned to some of the major institutions of this society, and finally to a theoretical consideration of the operation of social processes.

Sociology 202—Marriage and the Family (5-0-5). Winter, Spring.

This course is designed as a functional approach to the study of the problems of marriage in our society. As a background to a study of the family as an institution marriage customs and family relationships from other cultures are studied. The rest of the course focuses on the individual within our own culture. Each stage in the preparation for marriage is discussed: dating, courtship, engagement, marriage, adjustment to money, sex, religion, in-laws, friends and children. A prominent physician is guest lecturer on specialized information affecting the physical adjustment to marriage and parenthood. Other guest lecturers include representatives from the legal and insurance professions. In this course the student is provided with information which will encourage a mature and objective approach to the problems and responsibilities inherent in marriage and family relationships in our present-day society.

Sociology 203T—Community and Social Problems (5-0-5). Winter and Spring.

The purpose of this course is to study the facts, problems, and programs of community life, using Savannah and Chatham County as resources to supplement information from responsible scientific studies available in the professional literature. In addition to exploring the nature and origins of social problems in general, attention will be directed to such special areas as community physical and mental health, problems of poverty, unemployment, education, government, juvenile and adult crime, care for dependent children, housing, recreation, resources for the aged, problems of community planning, and group conflicts. The course will include seminar discussion, individual study of some problems of special interest, guest speakers and selected field trips. This additional knowledge, understanding and experience with systematic study of community life is aimed to contribute to the student's constructive involvement, as a citizen, in the life of his community.

Spanish

Spanish 101-102—Elementary (10-0-10). Fall and Winter.

These courses are for the purpose of providing the student with the elements of Spanish reading, composition and conversation. No credit for graduation will be given until sequence is completed. No credit will be given for these courses if two years of high school Spanish have been completed.

Spanish 201—Intermediate (5-0-5). Spring.

Prerequisite: Two quarters of college Spanish or two years of high school Spanish.

This course gives the student an opportunity to review the elements of Spanish grammar, conversation and readings.

TECHNICAL INSTITUTE COURSES

Courses are designated as follows:

GT—General Technology for courses which are common to several concentrations.

CT—Chemical Technology.

IT—Industrial Technology.

Civ. T—Civil Technology.

General Technology

*GT 111—*Industrial Safety* (1½-0-1½).

A basic study of industrial accident prevention considering the nature and extent of the accident problem. A practical study is given

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the technique for control of industrial hazards together with the fundamentals of good organization.

**GT 112—Public Speaking (3-0-3).* Prerequisite: English 101 or the equivalent.

Study and practice in the fundamentals of public speaking. The subject includes training in selecting a subject, obtaining and organizing material, and presenting speeches effectively. Each student makes several speeches before an audience.

**GT 113—Technical Report Writing (3-0-3).* Prerequisite: English 101 or the equivalent.

Study of the fundamentals of technical writing style and mechanics with practice in preparing reports of various types most likely to be used on the job by technicians.

Building Construction Technology

BCT 121—Graphics (2-6-5). Prerequisite: Engineering 113.

An introductory study in architectural drawing and the principles of visual design. This subject equips the student with a basic knowledge of drawing sections, plans, perspective and presentation drawing in ink.

BCT 142—Construction Materials and Estimates (5-0-5).

An introduction to the materials most commonly used in the erection of structures, and the preparation of material and labor quantity surveys from actual working drawings and specifications.

BCT 211—Wood and Steel Construction (3-6-5). Prerequisite: Civ. T 143.

A study of the design of beams, girders and columns in both wood and steel. Included is a study of the various timber fasteners, steel and timber trusses and steel frameworks.

BCT 212—Concrete Construction (3-6-5). Prerequisite: Civ. T 143.

A study of the properties of reinforced concrete with the determination of direct stresses and bending stresses in beams, slabs, girders and columns. Laboratory work consists of problems and a study of the methods of testing various concrete members.

BCT 231—Architectural History (3-0-3).

A study of the progress of architecture. The material covered includes a review of architectural forms from early Egyptian to modern Engineered Architecture.

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BCT 243—Building Equipment (3-0-3). Prerequisite: Physics 206.

A brief survey of the principles of heating, ventilating, plumbing, air-conditioning, lighting and electric wiring of buildings from the construction point of view.

Chemical Technology

**CT 120—Introduction to Industrial Statistics (3-0-3).* Prerequisite: Mathematics 101.

An introduction to the application of statistical analysis to technical problems. The concept of distributions is developed, simple tests of significance and linear correlation are discussed. Emphasis is placed upon the practical application of statistics rather than upon theory.

**CT 121—Experimental Design (3-0-3).* Prerequisite: CT 120.

Advanced statistical work, including problems in the determination of the proper procedure to be followed in gaining maximum information from given data. A study of experimental methods designed to produce adequate result data at a minimum expenditure of time and money.

**CT 140—Basic Wood Technology: Pulping. Pulp Preparation and Pulp Testing, Part I. (4-0-4).* Prerequisite: Chemistry 101, 102.

A brief summary of all commercial pulping processes in use, including a study of wood species, chemicals used, cooking conditions, characteristics of pulp, and recovery processes. Also included is a thorough study of pulping processes now in widespread use in the South, with emphasis on the sulphate pulping of pine.

**CT 141—Basic Wood Technology: Part II. (2-4-4).*

A comprehensive review of standard mill and laboratory pulp testing equipment and procedures. The interrelationships of different pulp properties are studied, together with the theoretical and practical considerations of permanganate number and other measures of the degree of pulping.

**CT 142—Paper Making, Paper Converting, and Paper Testing, Part I. (4-0-4).* Prerequisite: CT 141.

The study of the function and operation of the various machines used for the conversion of pulp to the finished product, including the component parts and associated equipment of the fourdrinier machine. A survey of the leading types of machines used in the further processing of paper and paperboard for the production of bags, boxes and similar products.

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*CT 143—*Paper Making, Paper Converting, and Paper Testing, Part II.* (2-4-4).

A study of the physical properties of paper and paperboard with emphasis on the characteristics commonly tested. Details of the construction, principle and operation of testing equipment are studied.

*CT 150—*Organic Chemistry* (5-0-5).

Prerequisites: Mathematics 102 and Chemistry 280b.

A classroom survey of the type of organic compounds, their names and structures, preparation, properties and reactions, including electronic mechanisms involved in the reactions.

*CT 151—*Industrial Chemical Analysis* (3-0-3). Prerequisite: Chemistry 280b.

The application of chemical principles to industrial processes of water treatment, paper manufacture, waste disposal, acid manufacture and various other related processes in the paper industry.

*CT 160—*Material Balances* (3-0-3). Prerequisite: Mathematics 101 or GT 114, Chemistry 101, 102, Physics 204, 205, 206.

This course is designed to give intensive, qualitative training in the practical applications of the principles of chemistry and physics to the solution of problems associated with industrial chemical processes. This portion of the course is mainly concerned with establishing material flows through process, including the development of methods of predicting mis-information from generalized principles.

*CT 161—*Energy Balances* (3-0-3). Prerequisite: CT 160.

A continuation of Civ. T 160 to include the energy requirements of chemical process. Insofar as possible the problems are related to actual data from operation in a kraft paper pulp mill.

*CT 162—*Elementary Chemical Process* (4-0-4). Prerequisites: Chemistry 280b, CT 160.

A study of the transformation of energy and heat transfer, evaporation, distillation, drying, and flow of fluids.

*CT 164—*Wood Structures and Properties* (3-2-4). Prerequisites: Chemistry 101, 102, Physics 204, 205, 206.

A course covering the basic process of the formation of wood fibers in the living plant and the changes which occur during and after the life of the plant. A resume of physical and chemical characteristics of southern woods, and the means by which these characteristics may be controlled or altered.

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*CT 165—*Industrial Chemistry* (4-0-4). Prerequisite: Chemistry.

The course covers fundamental chemical processes and reactions used in the manufacturing of a large variety of chemical compounds. It also gives a general view of the problems of the chemical industry.

Civil Technology

Civ. T 121—Elementary Surveying (3-9-6). Prerequisite: Mathematics 102 or GT 115, or concurrently.

Construction, care and use of surveying instruments; theory and practice of chaining; differential and profile leveling; traversing; computation of areas and earthwork; theory and practice of stadia and its application to topographic surveying; U. S. Gov't. system of public land surveys; reduction and plotting of field notes; the interpretation and plotting of field notes of topographic surveys.

Civ. T 122—Route Surveying (3-6-5). Prerequisite: Civ. T 121.

Reconnaissance, preliminary location and construction surveys for routes of all kinds, including simple, compound and reverse curves used on highways and railroads; superelevation of curves; computations of earthwork; construction of quantity, mass and haul diagrams. For a final project each laboratory group must lay out a complete highway location with each student submitting a complete set of plans, profiles, cross sections and earthwork computations for this location.

Civ. T 131—Highway Construction (3-0-3). Prerequisite: Civ. T 122.

A study of highway location, grading, drainage, surfacing, maintenance and administration.

Civ. T 143—Mechanics of Materials (5-3-6). Prerequisites: Physics 204 and Mathematics 102 or GT 115.

A study of coplanar forces and force systems, truss solutions, force systems in space, friction and centroids; direct stress, properties of materials, riveted and welded joints, torsions stresses in beams, beam deflection, and columns.

Civ. T 212—Structural Drafting I (0-6-2). Prerequisite: Engineering 101.

Structural steel framing practices and preparation of shop drawing for steel fabrication.

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Civ. T 213—Structural Drafting II (0-6-2). Prerequisite: Civ. T 212.

Preparation of detail drawings for concrete structures.

Civ. T 223—Land Surveys (3-6-5). Prerequisite: Civ. T 121.

Theory and practice of land surveying; sub-divisions; filing and recording deeds; U. S. system of land subdivisions. U. S. Coast and Geodetic plane coordinate systems; county and state laws; computations on astronomical observations for azimuth determination. Georgia Land Lot system of land subdivision.

Civ. T 224—Topographic and Contour Surveying (2-6-4). Prerequisite: Civ. T 121.

Theory, description and use of advanced surveying instruments and methods; practice of state and local coordinate systems for cadastral surveys and construction work; field work for the design and construction of engineering projects; use of the Plane Table on topographic surveys; theory, description and purposes of the many types of maps, plans and profiles used by engineers; hydrographic surveying; altimetry.

Civ. T 232—Heavy Construction (3-3-4). Prerequisite: BCT 142.

Heavy construction practices. This subject acquaints the student with the many common pieces of heavy construction equipment and apparatus; operation, use, limitations and maintenance of this equipment are covered along with the methods, organization and management for both large and small jobs. Fields trips are made to construction projects to illustrate the usage of various pieces of equipment.

Civ. T 241—Hydraulics (6-0-6). Prerequisites: Physics 204 and Civ. T 143.

Elementary principles of hydraulics with special emphasis on static pressure, flow through pipes, channels, and over weirs. A survey of the operation of water and sewage treatment plants is included. Several field trips are scheduled.

Electronics & Communications Technology

Elec. T 121—Direct Current Circuits (5-3-6). Prerequisite: GT 114.

Fundamental concepts of D-C, including electron theory, Ohm's Laws, Thevinin's and Superposition Theorem and other theorems which aid in the simplification of networks. A comprehensive study of D-C instruments and measurements and their use in the laboratory to deter-

mine and verify the basic principles of electricity. Laboratory experiments to coincide with classroom study.

Elec. T 122—Alternating Current Circuits I (5-3-6). Prerequisites: Elec. T 121 and GT 115.

The fundamental study of sinusoidal voltages and current waveforms—the resistive, inductive and capacitive circuits along with their combinations. Series and parallel networks. A comprehensive study of vector analysis and complex notation. Laboratory experiments to coincide with classroom study and to verify theoretical work—become familiar with oscilloscopes.

Elec. T 131—Basic Electronics (5-3-6). Prerequisite: Elec. T 121.

Basic study of the control of free electrons in elementary electronic circuits. Electron emission, classification and characteristics of high-vacuum tubes, tube characteristics curves. Rectification, amplification, amplification factor, trans-conductance plate resistance, load lines, stage gain and basic amplifier circuits. Types of bias. Classification and characteristics of gas-filled, vapor-filled, and cathode ray tubes. Hard-tube and soft-tube voltage regulator circuits. Conversion efficiency, ripple factor and circuit analysis of single-phase, half-wave, full-wave and bridge rectifier circuits.

Elec. T 234—Semiconductors (3-3-4).

Familiarization of transistors, diodes and other semiconductor devices. Theory, application and operational characteristics of semiconductors. Laboratory experiments to include investigation of transistors and other semiconductors circuitry and behavior.

Elec. T 241—Communications Circuits I (5-3-6). Prerequisite: Physics 205.

Study of the operating principles of telephone equipment and circuits. Local-battery and common battery manual exchanges, step-by-step and all-relay automatic exchanges. Basic relay circuits for digital control. Matched transmission lines for audio frequencies, distributed and lumped line constants, pads and attenuators, constant- k and m -derived filters for low-pass, high-pass, band-pass and band-elimination. "Pi", "T", and "LL" sections.

Elec. T 242—Communications Circuits II (3-3-4). Prerequisites: Elec. T 261, or concurrently.

Micro wave technique concepts and practical applications. Impedance-matching concepts and methods, transmission-line circle diagram, propagation, standing waves, basic antenna theory, antennas for low-

frequency and high-frequency applications, and high-frequency measuring techniques, including radar and transmitting and receiving systems.

Industrial Technology

**IT 120—Manufacturing Processes (3-0-3).* Prerequisites: Mathematics 101, or GT 114, Physics 204.

This course is designed to familiarize the student with machine tools and basic manufacturing operations.

**IT 121—Production Organization (3-0-3).* Prerequisites: Economics 101, 102, and IT 120 or approval of the instructor.

Problems in planning for production budgeting, plant location, machinery and equipment selection, building and service selection, maintenance planning, plant layout, materials handling, storekeeping planning, personnel organization, employee selection and training.

**IT 122—Economic Analysis (3-0-3).* Prerequisites: Business Administration 101 and IT 121 or approval of the instructor.

Problems in economic, financial and intangible analysis. A study is made of the technique of making a decision among alternatives on the basis of comparative cost and suitability. A study of quality control methods is included.

**IT 123—Production and Cost Control (3-0-3).* Prerequisites: Business Administration 101 and IT 121 or approval of the instructor.

Problems in factory operation, including scheduling, planning and detailed control of production, as well as the analysis and control of costs of manufacturing.

**IT 124—Time and Motion Study (3-0-3).* Prerequisites: IT 121 or approval of the instructor.

The study of working procedures to determine the best method, the best human motions and the time standard or measure of human efficiency.

**IT 125—Mechanical Methods (0-4-2).* Prerequisites: Engineering 103, Mathematics 102 or GT 115, IT 124 and Physics 204.

The course is designed to familiarize the student with machine mechanisms and jig and fixture design, including actual designing of simple machines, jigs and fixtures.

*Classes to be conducted at the plant of the Union Bag-Camp Paper Corporation.

**IT 126—Advanced Time and Motion Study* (3-0-3). Prerequisite: IT 124 or approval of the instructor.

A continuation of IT 124 designed for students specializing in this field.

**IT 127—Data Presentation* (3-0-3). Prerequisite: IT 124 or approval of the instructor. (CT 120 may be substituted with consent of instructor.)

Problems in graphical and numerical analysis of data. Problems in presenting data in the most efficient and least costly form in terms of time required for use. Simple graphs and charts, alignment charts, families of curves and multi-variable charts.

**IT 128—Personnel Motivation* (3-0-3). Prerequisite: Psychology 204T.

The course gives primary consideration to human factors in the design, approval and installation of personnel practices, procedures and systems. The case study method is used.

*Classes to be conducted at the plant of the Union Bag-Camp Paper Corporation.

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1963-64

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COLLEGE
OF
SAVANNAH



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SAVANNAH, GEORGIA

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1963-1964

SUMMER

FALL

WINTER

SPRING

BULLETIN OF
Armstrong College
of Savannah
Savannah, Georgia

A Unit of the University System
of Georgia



Membership in

American Association of Junior Colleges
Southern Association of Colleges and Secondary Schools
Association of Georgia Colleges
Georgia Association of Junior Colleges

VOLUME XXVIII

NUMBER 3

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ARMSTRONG COLLEGE
LIBRARY

1963

CALENDAR

1963

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CALENDAR FOR 1963 - 1964

SUMMER SESSION, 1963

May 1:	Last day to file all papers of Application for Admission for preferred registration status
May 21:	Last day to file all papers of Application for Admission (including CEEB SAT scores)
June 11:	Registration
June 12:	Classes begin
June 14:	Last day to register for credit
June 17:	Last day to change classes
July 8:	Mid-term reports due
July 15-17:	Pre-registration (see page 34)
August 8-9:	Examinations

FALL QUARTER, 1963

May 1:	Last day to file all papers of Application for Admission for preferred registration status
August 1:	Last day to file all papers of Application for Admission (including CEEB SAT scores)
September 11:	Freshman Orientation (9:00 a.m., Jenkins Hall Auditorium) Advisement for freshmen with preferred registration status <i>only</i> ("red tag") (1:30 - 4:30 p.m.) Advisement for sophomores (9:00 - 12:00 a.m.)
September 12:	Advisement for all students (9:00 - 11:00 a.m., 2:00 - 4:00 p.m., and 6:00 - 8:00 p.m.) Registration for former students (9:00 - 11:00 a.m.) Registration for freshmen with preferred registration status ("red tag") (2:00 - 4:00 p.m.)
September 13:	Advisement for all students (9:00 - 11:00 a.m., 2:00 - 4:00 p.m., and 6:00 - 8:30 p.m.) Registration for all students (9:00 - 11:00 a.m., 2:00 - 4:00 p.m., and 6:00 - 8:30 p.m.)
September 16:	Classes begin
September 18:	Last day to register for credit Convocation Assembly (11:30 a.m., Jenkins Hall Auditorium)
September 20:	Last day to change classes
October 21:	Mid-term reports due
October 28-	
November 1:	Pre-registration (see page 34)
November 6:	Assembly for installation of student officers (11:30 a.m., Jenkins Hall Auditorium)
November 21-24:	Thanksgiving Holidays
November 29:	Ga. and U. S. history and government test
December 4-6:	Examinations
December 27:	Homecoming Dance

WINTER QUARTER, 1964

December 12, 1963:	Last day to file all papers of Application for Admission (including CEEB SAT scores)
January 2:	Registration
January 3:	Classes begin
January 7:	Last day to register for credit
January 9:	Last day to change classes
February 10:	Mid-term reports due
February 17-21:	Pre-registration
March 9:	Ga. and U. S. history and government test
March 13, 16, 17:	Examinations

SPRING QUARTER, 1964

March 2:	Last day to file all papers of Application for Admission (including CEEB SAT scores)
March 23:	Registration
March 24:	Classes begin
March 26:	Last day to register for credit
March 27:	Holiday
March 30:	Last day to change classes
May 4:	Mid-term reports due
May 11:	Ga. and U. S. history and government test
May 18-22:	Pre-registration
May 27:	Honors Day Assembly
June 1, 2, 3:	Examinations
June 6:	Graduation

SUMMER SESSION, 1964

May 1:	Last day to file all papers of Application for Admission for preferred registration status
May 19:	Last day to file all papers of Application for Admission (including CEEB SAT scores)
June 9:	Registration
June 10:	Classes begin
June 12:	Last day to register for credit
June 19:	Last day to change classes
July 6:	Mid-term reports due
July 15, 17:	Pre-registration
August 6-7:	Examinations

Regents University System of Georgia

244 Washington Street, S.W. — Fourth Floor

ATLANTA

<i>District</i>	<i>Regent</i>	<i>Address</i>
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State at Large—Allen Woodall	February 13, 1957—January 1, 1964	Columbus
State at Large—Roy V. Harris	February 19, 1960—January 1, 1967	Augusta
State at Large—Dr. John Bell	January 1, 1963—January 1, 1970	Dublin
State at Large—Carey Williams	January 1, 1962—January 1, 1969	Greensboro
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Second—John I. Spooner	January 1, 1961—January 1, 1968	Donalsonville
Third—Howard H. Callaway	January 1, 1958—January 1, 1965	Pine Mountain
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The Commission controls certain endowment funds and scholarship funds which have been contributed by local citizens over a period of years. It serves also in an advisory capacity to the college.

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ARTHUR I. JEFFORDS	<i>Vice-Chairman</i>

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PHYLLIS CARTWRIGHT, B.A.	<i>Catalog Librarian</i>
ELEANOR SALTER, B.A.	<i>Assistant to the Librarian</i>

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Chairman, Biology Department

Professor of Biology

*Part time instructor.

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*MICHAEL J. GANNAM, B.A., University of Georgia; M.A., University of North Carolina; LL.B., University of Georgia

Instructor in Political Science

*PRENTICE LAY GOTT, B.S. and M.A., Western Kentucky State College; Doctor of Education, George Peabody College for Teachers

Instructor in Geography

JOSEPH GREEN, A.B., Birmingham-Southern; M.A., Vanderbilt University; Graduate Study toward Ph.D., Florida State University

Associate Professor of English

RICHARD HAUNTON, A.B. and M.A., Indiana University; Graduate Study toward Ph.D., Emory University

Associate Professor of History and Political Science

*REGINALD C. HAUPT, JR., L.L.B., University of Georgia

Instructor in Business Administration

*Part time instructor.

J. MANNING HIERS, A.B., Duke University; M.A., University of South Carolina

Assistant Professor of Psychology and Counseling

*PHILIP HOFFMAN, B.B.A., M.B.A., University of Georgia

Instructor in Business Administration

S. HANNAH HOLLEMAN, B.S., M.S., Clemson College

Assistant Professor of Botany and Biology

*STANLEY KARSMAN, L.L.B., University of Georgia

Instructor in Business Administration

*JOSEPH B. KREINEN, B.S., University of Pittsburgh; M.A., Duquesne University; Special Studies, University of Odessa, Russia

Instructor in German and Russian

*JAMES HARRIS LEWIS, B.S., University of Georgia; L.L.B., University of Virginia

Instructor in History

MARGARET SPENCER LUBS, B.Mus., Converse College; B.A., University of Georgia; M.A., Columbia University

Chairman, Humanities Department

Professor of English and French

MURIEL BOYLES MCCALL, A.B., Florida State College for Women; M.A., University of Georgia

Librarian

JOHN C. MCCARTHY, JR., B.B.A. University of Miami; M.B.A., University of Georgia

Assistant Professor of Business Administration

*ELMO M. MCCRAY, JR., B.S., M.A., University of Alabama

Instructor in Biology

*JAMES C. MCKEE, B.A., Master of Forestry, Duke University

Instructor in Botany

*FRANCIS L. MANNION, JR., B.I.E., University of Florida

Instructor in Mathematics

ELIZABETH STREET MASON, A.B., Hollings College; M.A., University of Connecticut

Associate Professor of Sociology

*Part time instructor.

*JOSEPH C. MULLER, B.B.A., University of Georgia
Instructor in Business Administration

*HINCKLEY A. MURPHY, A.B., Vanderbilt University; M.A., Columbia University; Graduate Work, Florida State University
Instructor in Psychology and Sociology

JAMES HARRY PERSSE, B.F.A., University of Georgia; Master of Music, Florida State University
Dean of Students
Professor of Music

*WILLIAM W. ROBERTS, B.S., Georgia Institute of Technology
Instructor in Mathematics

*ROBERT B. H. ROCKWELL, COL. (Ret.), B.S., E.E., Georgia Institute of Technology
Instructor in Physical Science

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Assistant Professor of English

WARREN SHUCK, A.B., University of Buffalo; Graduate Work, Kent State University, Florida State University
Assistant Professor of Psychology and Sociology

ROY JESSE SIMS, B.S., David Lipscomb College; M.S., University of Tennessee
Chairman, Physical Education Department
Professor of Physical Education; Basketball Coach

WILLIAM M. STARRS, B.A. and M.F.A., Catholic University of America
Director of the "Masquers"
Assistant Professor of English

*PAUL G. STONE, A.B., Harvard University
Instructor in Art

ROBERT T. STUBBS, B.S., M.S., Georgia Institute of Technology
Chairman, Mathematics Department
Professor of Mathematics

LAWRENCE M. TAPP, B.S., M.S., University of Tennessee
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*Part time instructor.

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Professor of the Technical Institute

JEAN WINGATE VINING, B.S., University of Georgia; Graduate Study, University of Georgia

Instructor in Shorthand, Comptometer, and Typing

*JOHN WILLIAM WADE, A.B., Harvard College; Bachelor of Architecture Harvard University

Instructor in Mathematics

*CALVIN A. WALTERS, JR., A.B., Emory University

Instructor in Mathematics

*EDGAR MARSHALL WILFORD, B.A. Harvard College; M.A., University of California

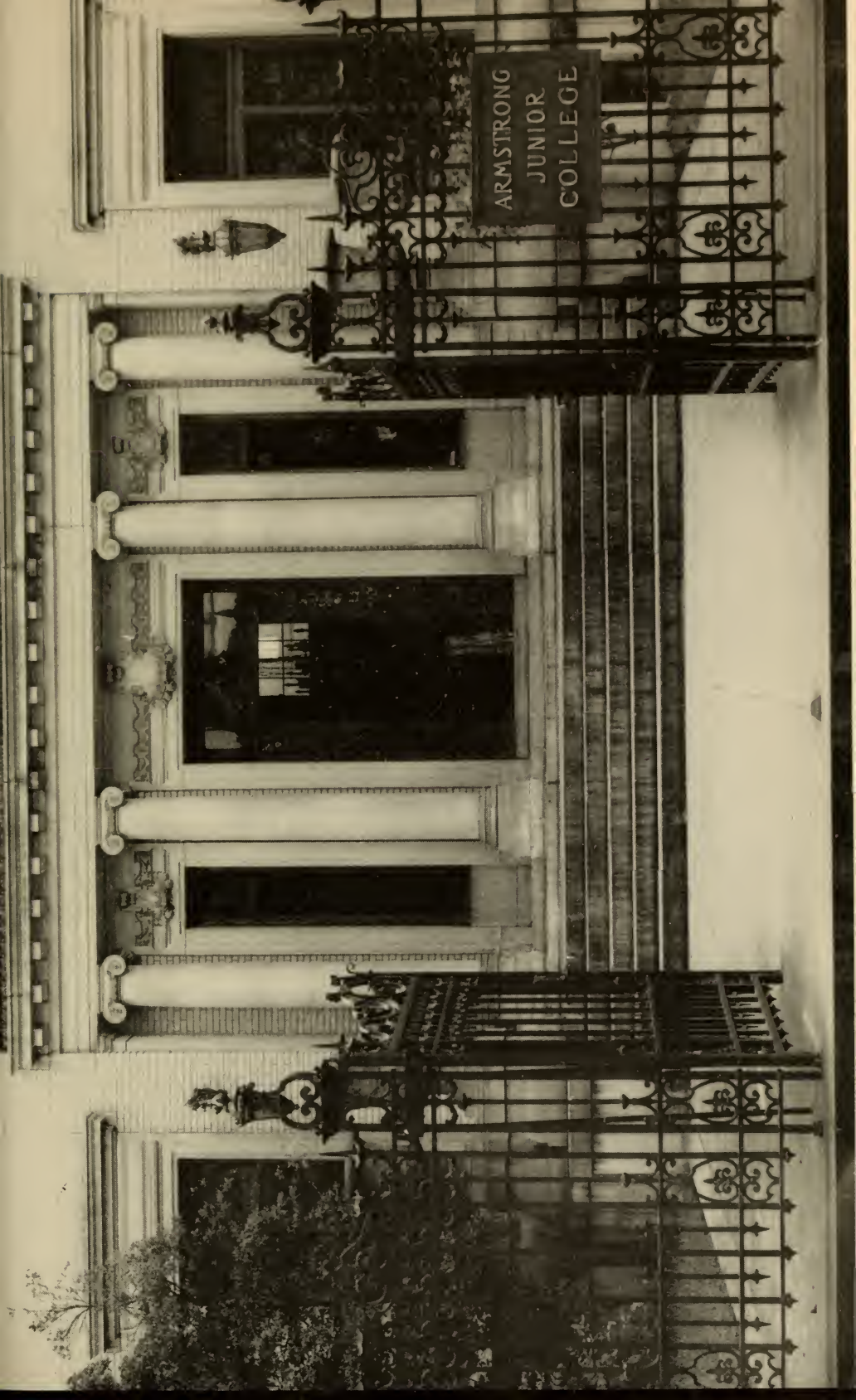
Assistant Professor of Mathematics

MILDRED ALEEN WILLIAMS, B.S., Western Carolina College; M.S., Clemson College

Acting Chairman, Department of Chemistry
Associate Professor of Chemistry

WILLIAM SWOLL WINN, B.D., A.B., Emory University; M.A., University of North Carolina

Professor of Mathematics



ARMSTRONG
JUNIOR
COLLEGE

GENERAL INFORMATION

History of Armstrong College of Savannah

Armstrong College of Savannah was founded on May 27, 1935, by the Mayor and Aldermen of the City of Savannah to meet a long-felt need for a junior college. The first college building was the home of the late George F. Armstrong, a gift to the city from his widow and daughter. The Armstrong Building is an imposing structure of Italian Renaissance design, with a great marble hall and spacious rooms.

Over the years the campus has been enlarged through private donation and public appropriation until now it includes four additional buildings: the Lane Building, a gift of the late Mills B. Lane; the John W. Hunt Memorial Building, Herschel V. Jenkins Hall, and Thomas Gamble Hall. Three of the buildings on Gaston Street face forty-acre Forsyth Park, the largest and most beautiful park in the city; the other two face Monterey Square, one of the planned squares for which Savannah is famous.

Hodgson Hall, facing Forsyth Park on Whitaker Street, houses the college library as well as the Library of the Georgia Historical Society, to which Armstrong students have access.

The college was under the administrative control of the Armstrong College Commission until January 1, 1959, when the institution became a unit of the University System of Georgia, under the control of the State Board of Regents.

In 1962 the Mills Bee Lane Foundation purchased a new site, selected by the Regents of the University System of Georgia, of over 200 acres for the college. The new campus will be located in the southwestern section of the county and approximately seven miles from the present college plant.

The College Program

A college is a community of teachers and students who organize their energies for the work of the mind. At Armstrong College, the student works under able teachers to learn skills—such as the arts of language and mathematics—in order *to understand man and his world* through the humanities, the social sciences and the natural sciences.

The student—working in that program best suited to his vocational choice—will discover the usefulness of these skills and of these kinds of knowledge *for living in the world*. He will find that “professional” and semi-professional” programs at the college level further aim to teach a student how to apply—reasonably and imaginatively—the skill of language or mathematics, the knowledge of the humanities, the social sciences, or the natural sciences to the needs of a particular

life's work. So a college student lives in a climate where he is induced to make connections between what he thinks and does and the best that has been thought and done.

The rewards of devotion to college work are the skills and understanding to channel a student's energies intelligently for the most fruitful life possible for him or her. Such rewards are not for the asking, but they are easily within human reach.

At Armstrong College a student may choose a program of study leading to the Associate in Arts degree with one of these aims in mind:

1. To complete the freshman and sophomore years of a four-year senior college program leading to the baccalaureate degree, with a major in liberal arts (which includes many pre-professional programs, e.g., law, ministry, social work, teaching), or another pre-professional program, e.g., engineering, medicine, dentistry, or business administration. (Many of the possible preparatory programs are listed on pages 41 to 48.)
2. To graduate from a semi-professional program, e.g., in business administration, secretarial skills, human relations, prepared to go into business, or industry. (See the terminal programs listed from pages 48 to 52.)

Armstrong Evening Classes

In addition to the full daytime schedule, Armstrong offers a schedule of classes in the evening, including most of the required courses for many programs leading towards a degree.

Students employed during the day must limit their enrollment to one or two courses each quarter.

Student Personnel Services

Armstrong College offers to students special kinds of help outside the classroom through a program which has attracted wide interest from other colleges.

When a student becomes aware of a difficulty related to his course work, he is urged to request help from his instructor. For advice concerning his choice of vocation, the planning of his college program, or study habits, he should see his advisor.

In addition, Student Personnel Services offers to all students currently enrolled at Armstrong College these services:

1. Individual, short-term counselling on any problems that interfere with the student's functioning in college.
2. Group counselling aimed at overcoming any difficulty in communication which may affect academic performance.

3. Individual aptitude, achievement, interest, vocational and intelligence tests for guidance on decisions affecting choice of educational programs and vocations.
4. Consultation on requirements for various careers.
5. Information on scholarships, loans and financial assistance available for further college work.
6. Consultation on senior college programs from available senior college catalogues.
7. Information on available, part-time job openings for students.

A student's use of any of these services is voluntary and all material discussed is confidential unless both student and counsellor agree to share the information with others.

Library

The library of Armstrong College is housed in Hodgson Hall on the corner of Whitaker and West Gaston Streets. The open stack plan of the library makes all materials readily available to students and encourages independent research. The main floor Reference Room contains, in addition to the reference collection, all books which are classified according to the Dewey Decimal System, the individual biography collection, the reserve collection, and the circulation desk. The lower floor Reading Room contains the fiction collection, current and bound volumes of periodicals, and the listening area. The offices of the library staff and the catalog room are also located on the lower floor.

At the present time the library collection consists of more than 15,000 bound volumes, as well as a number of pamphlets on subjects of current interest and a small government documents collection. The library receives more than 125 periodicals, including 5 newspapers. The library collection also includes 350 phonograph recordings which are available for circulation, and more than 50 tape recordings which are used to supplement class instruction and for individual pleasure.

In addition to the resources of the college library, the students have free access to the holdings of the Georgia Historical Society, also housed in Hodgson Hall. This library contains an outstanding collection of materials on Georgia and its history as well as a large collection of materials on Southern history. The holdings of the Historical Society consists of more than ten thousand books, eighty periodical subscriptions, and extensive manuscript collection, and one of the more complete files of the Savannah newspapers, dating back to 1763.

Office of Community Services

1. *Short Courses, Workshops, and Institutes.* These are planned, organized and administered by the Office in response to a group interest, or to meet a community need brought to the attention of the Director. All such short courses and workshops are offered on a non-credit basis. Subjects covered vary widely, ranging from "Computer Concepts" to "Getting Started in Exports." The Director is always glad to arrange courses for candidates preparing to take the professional examinations in such fields as; Engineering; Insurance; Real Estate or secretarial work. The college has been designated as an approved Center for a number of these examinations. The success of the second Writers' Workshop indicates that it will become an annual affair, and similar workshops in other areas of the arts are contemplated.
2. *The Alumni Office.* The prime purpose of this office is to keep former students informed about the college, and to help them keep in touch with each other. Any person who at any time was matriculated as a regular student is eligible for membership in the Alumni Society, and upon payment of his dues will receive the quarterly newsletter, "The Geechee Gazette," and may vote and hold office in the society. The Alumni Office assists in arranging class re-unions, board meetings and other similar functions.
3. *University of Georgia Extension Courses.* These courses offer the student the opportunity to earn upper division credit from the University of Georgia. Instructors for these courses are approved by department heads and deans of the respective colleges at the University, and grades are recorded in the Registrar's Office in Athens. Most senior colleges will accept up to 45 hours credit for extension courses, so a student can complete a third year of college work at Armstrong. Fees for extension courses are \$7.00 per quarter hour, plus \$1.00 registration fee. Applications and registrations for extension classes are handled by the Department of Community Services, entirely separate from Armstrong courses.
4. *Public Information and Public Relations.* All announcements, statements of policy or news releases are issued through the Department of Community Services.
5. *Planning for Adult Education.* In a world where it is said that "more knowledge has been discovered during the lifetime of the present adult population than existed at the time of its birth", continuing adult education has become an imperative. Education is carrying a built-in obsolescence caused by scientific and technical advances, rapid economic and

political changes, and shifts in employment patterns. To help meet this challenge, the Department of Community Services is ready to cooperate with any group, educational, industrial, or social, to enlarge the opportunities for individuals to keep in step with the quickening pace of modern life.

Student Activities

In addition to the academic side of college life, Armstrong College offers a complete program of extra-curricular student activities designed to contribute to the development of the student and assist him in becoming an active and helpful member of the community. This program is administered by the college through the office of the Dean of Students.

STUDENT GOVERNMENT—The Student Senate is the governing body for student activities at Armstrong College. It is comprised of elected representatives of all campus organizations recognized by the Senate. It is the function of the Student Senate to coordinate, direct and control student activities and organizations at Armstrong.

CLUBS AND ORGANIZATIONS—College organizations include a dramatic club, a Glee Club, a Radio Workshop, five religious clubs, two political organizations, a Debate Forum, and other groups promoting interest in certain phases of the academic program or specific career fields.

THE MASQUERS offer membership to all students and faculty members interested in any phase of the theatre: acting, designing, lighting, make-up, costuming, and other production skills. *THE MASQUERS* possess a well equipped theater, and are under the direction of a professional dramatics director. They produce a number of plays for the community annually.

An affiliate of *THE MASQUERS* is the Armstrong Radio Workshop, formed to offer interested students an opportunity to develop techniques of radio broadcasting.

The Armstrong Glee Club is composed of students who enjoy singing and desire the satisfaction to be gained from group singing. Besides two yearly concerts at the college, the Glee Club has produced musicals with the Armstrong Masquers and sung for many civic groups in Savannah.

STUDENT PUBLICATIONS—There are two student publications at Armstrong College, *The Inkwell*, a newspaper, and the '*Geechee*, the college annual. These afford the students an oppor-

tunity to express themselves through creative writing, layout and art work, and to gain experience in these and other journalistic activities.

ATHLETIC ACTIVITIES—Armstrong College participates in intercollegiate sports competition in basketball, golf and tennis. Other sports at the college, such as volleyball, bowling, tennis, golf, softball, etc., are offered on an intramural basis with competition between volunteer intramural teams or between other interested campus organizations. All are encouraged to take part in this program.

STUDENT CENTER—The college does not operate a boarding department. The Student Center in the Hunt Building is open throughout the day and provide light lunches at reasonable prices. The Center also provides recreational facilities and houses the book store.

ADMISSION TO THE COLLEGE

Regulations in this bulletin are effective for the Summer Session, 1963, through the Spring Quarter, 1964.

A person who wishes to enroll as a student in the Armstrong College of Savannah, Savannah, Georgia, should secure application forms from the Director of Admissions of the institution.

An application cannot be considered until the application blanks have been properly executed and returned to the institution. The application form, together with a transcript of the applicant's previous academic work, must be submitted to the Director of Admissions on or before the final application date specified for each quarter in the calendar at the beginning of this catalog.

The College reserves the right to refuse to accept applications at any time when it appears that students already accepted for the quarter for which the applicant wishes to enroll will fill the institution to its maximum capacity. The College also reserves the right to reject an applicant who is not a resident of the State of Georgia.

Requirements & Conditions to be Met by Applicant

1. The applicant must be qualified to do college work and he must be of good moral character. The College shall have the right to examine and appraise the character, the personality, and the physical fitness of the applicant. In order that this examination and appraisal may be made, the applicant shall furnish to the College such biographical information as the College may request.

2. The applicant must show that he meets at least one of the following conditions:

- (a) That he is a graduate of an accredited high school.
- (b) That he has satisfactorily completed in an accredited high school at least sixteen units of work, as specified in Section 4 below.
- (c) That he has passed satisfactorily entrance examinations described below.

Acceptable scores on the General Education Development Tests (high school level). An overall average of 45 or above with no score less than 45 is required for application to Armstrong. An applicant twenty years of age or over, who is not a graduate of an accredited high school, may take the General Educational Development Tests (high school level). These tests comprise five (5), two (2) hour examinations, and must be completed two weeks prior to registration. Additional information may be obtained from the office of the Director of Admissions.

3. An applicant seeking admission from high school should ask the principals of the high schools that he has attended to send directly to the Director of Admissions, Armstrong College, transcripts of the applicant's high school records.

4. The required minimum of sixteen units of high school work must have been completed in the following fields:

English	4
*Mathematics	2 or 3
(one must be Algebra)	
Social Studies	2
Natural Sciences	2
Other academic units	4
Other	2 or 1

Armstrong College reserves the right to refuse to accept any or all of the credits from any high school or other institution, notwithstanding its accredited status, when the College determines through investigation or otherwise that the quality of instruction at such high school or other institution is for any reason deficient or unsatisfactory. The judgment of the College on this question shall be final.

5. Each applicant seeking admission from high school must take the College Entrance Examination Board Scholastic Aptitude Test. The College Entrance Examination Board will send a report on the scores to any institution that the applicant may designate. This report should reach the Director of Admissions at least twenty days before the registration date for the quarter for which the applicant wishes to enroll.

Information regarding this test may be secured from the high school principal or guidance officer. Such information may also be secured from any college in the University System or from the College Entrance Examination Board, Box 592, Princeton, New Jersey.

6. Each applicant shall take such additional tests as may be required by the College. The Director of Admissions will notify the applicant of any such tests that may be required and of the time and place at which they will be conducted.

7. Each applicant for admission to courses in residence that carry academic credit will be required to take a physical examination before he or she is accepted as a student. With the approval of the College, the applicant's family physician may make this examination and submit his report to the College. Forms for the examination and report will be furnished by the Director of Admissions. An applicant's registration cannot be completed until a report on the physical examination is made available to the officials of the College.

*Two (2) years of Algebra and one (1) year of Plane Geometry are needed for those entering the Engineering or Scientific fields.

Physical examinations are not required of students in the Evening Program.

8. **APPLICATION FORM FEE:** (Effective with the inception date of this catalog, June 14, 1963).

A validating fee of \$5.00 must accompany each complete application form before it can be given official consideration. This fee does not bind Armstrong College to admit the applicant nor does it indicate acceptance of the applicant's qualifications. The fee will not be credited toward the matriculation fee in the event that the applicant is accepted as a student and it will not be refunded in the event that the applicant does not enroll as a student. An applicant who fails to enroll for the quarter for which he is accepted must reapply for admission if he wishes to enter the institution at a later time by re-submission of fee by the date specified.

Policy Regarding Admissions

1. When the application forms, College Entrance Examination Board Scholastic Aptitude Test scores, and other required records of the applicant are found to be complete and in order, the applicant will be evaluated in terms of his test scores and grades, scholastic aptitude, social and psychological adjustment, and the probability of his completing the requirements for the desired degree. The College reserves the right, in every case, to reject any applicant whose general records and attitude do not indicate a probability of success in the college environment, notwithstanding the satisfaction of other requirements. Applicants must comply with such other procedures, including personal interviews and psychological or other tests, as may be necessary to determine the applicant's sense of social responsibility, adjustment or personality, sturdiness of character, and general fitness for admission to the College.

2. If it shall appear to the admissions officers of an institution that the educational needs of an applicant to that institution can best be met at some other institution of the University System, they shall refer the applicant to another institution.

3. In order that the appraisal of a student's ability and fitness for college work may be as nearly accurate as possible, officials of the College will study carefully all information, including biographical data, that is submitted by the applicant and they shall have the right to require any applicant to furnish any additional biographical data that may be needed by the College. The officials of the College shall have the right to require each applicant for admission to appear for an interview before his application is finally accepted or rejected. If an interview is required, the Director of Admissions will notify the

applicant of the time and place at which the interview will be conducted.

4. The Director of Admissions may refer any application to the Admissions Committee of the College for study and advice. The ultimate decision as to whether an applicant shall be accepted or rejected shall be made by the Director of Admissions, subject to the applicant's right of appeal as provided by the bylaws of the institution and of the Board of Regents of the University System. The Director of Admissions shall, as promptly as practicable, inform the applicant of the action taken upon his application.

Transfer Students

1. All regulations applicable to students entering college for the first time shall be applicable to students transferring from other colleges, insofar as the regulations are pertinent to the applications of transfer students.

2. A student transferring from another college shall ask the registrars of the colleges that he has previously attended to send transcripts to the Director of Admissions, Armstrong College of Savannah, Savannah, Georgia. The Director of Admissions will ordinarily determine the applicant's academic qualifications for admission on the basis of these college transcripts. The Director of Admissions may, however, if he sees fit, require the applicant to submit transcripts of his high school work.

Even though the institution that the student last attended is an accredited institution, the Director of Admissions may reject the application, or all or any part of previously earned credits, if he has reason to believe that the quality of the educational program of the institution that the applicant last attended is mediocre or unsatisfactory. The judgment of the admissions officer on this question shall be final.

An applicant will not be considered for admission unless the transcript shows honorable discharge from the college last attended or unless the officials of the institution last attended recommend the applicant's admission.

3. A student transferring from another college must show that at some time he has taken the College Entrance Examination Board Scholastic Aptitude Test. Scores on such tests must be submitted to the Director of Admissions.

4. Regulations in regard to transfer of credit:

- (a) The amount of academic credit that the College will allow for work done in another institution within a given period of time may not exceed the normal amount of

credit that could have been earned at the College during that time. A maximum of sixty (60) academic quarter hours from an accredited college may be applied in the applicant's program at Armstrong.

- (b) Courses transferred for credit from other colleges or universities must have an over-all grade of "C". Only grades of "C" or better are acceptable in Freshman English. No credit is allowed for remedial English and mathematics.
- (c) A student on probation or academic suspension at another college will not be accepted at Armstrong.
- (d) The total number of hours that may be earned toward an associate degree by extension courses shall not exceed twenty-two and one-half (22½) quarter hours.

Admission of Veterans

Armstrong College of Savannah will accept veterans who are not high school graduates if their official General Educational Development tests show scores that indicate the applicant's ability to do college work. A Certificate of Eligibility and Entitlement (VA Form VB 7-1993) is required of every veteran who attends this institution under Public Law 550 (Korean Bill), application for which may be completed at the State Department of Veterans Service, 8 East Bay Street, Savannah, Georgia. Immediately upon receipt of Certificate of Eligibility and Entitlement from the State Department of Veterans Service the student should contact the Armstrong College Veterans Office regarding processing of certificate and future monthly reports. All veterans attending Armstrong College under Public Law 550 should be prepared to pay tuition and fees at time of registration.

Applicants Sponsored by Vocational Rehabilitation

Those applicants sponsored by Vocational Rehabilitation or other community agencies must apply at least six (6) weeks before the beginning of any quarter to insure proper processing of application.

Foreign Students

A student from a country other than the United States who is interested in Armstrong must meet the following requirements before application is made.

1. He must have met the requirements of paragraph 4, under Admission Requirements, in regard to units in the subjects required at Armstrong.

2. His transcript should be sent to the Admissions Office at Armstrong with an official translation.

3. He should take the SAT of the College Entrance Examination Board in the testing center nearest his home and ask that the results be sent to Armstrong.

If all of the above requirements have been passed on favorably by Armstrong, the applicant will be sent a set of application papers. When these are received, the applicant will receive an I-20 Form (I-20 A and I-20 B), which he can then take to the American Consul to ask for a student visa.

Armstrong is a city college and has no dormitory or boarding facilities, so these must be arranged by any student who does not live in Savannah.

No scholarships are available for students who are not residents of Georgia. All foreign students pay non-resident fees.

Residency Requirements of the Board of Regents

The Board of Regents at its meeting on April 22, 1959, approved the following regulations regarding classification of students as residents and non-residents of the State for fee purposes:

“RESOLVED, That the Board of Regents of the University System of Georgia shall and it does hereby declare that in order to register as a legal resident of Georgia at an institution of the University System, a student must establish the following facts to the satisfaction of the registering officer:

1. A student who is under 21 years of age at the time he seeks to register or re-register at the beginning of any quarter will be accepted as a resident student only upon a showing by him that his supporting parent or guardian has been legally domiciled in Georgia for a period of at least twelve months immediately preceding the date of registration or re-registration.

2. In the event that a legal resident of Georgia is appointed as the guardian of a non-resident minor, such minor will not be permitted to register as a resident until the expiration of one year from the date of the appointment, and then only upon proper showing that such appointment was not made to avoid the non-resident fee.

3. If a student is over 21 years of age, he must show that *bona fide* residence in Georgia was established at least one year prior to the registration date. Any period of time during which a person is enrolled as a student in an educational institution in Georgia may not be counted as a part of the year's residence herein required when it appears that the student came into the State and remained in the State for the primary purpose of attending a school or college.”

FEES

Application Fee

The Application Fee of \$5.00 is made by all students at the time of initial application for admission to Armstrong College. The acceptance of the Application Fee does not constitute acceptance of student. This fee is not refundable. (See paragraph 8 under *Admission to the College.*)

Matriculation Fee

The Matriculation Fee for students registering for the normal course load of fifteen hours is \$45.00. Special students (those carrying less than 12 credit hours in a quarter) will pay at the rate of \$3.75 per quarter hour in Matriculation Fee.

Out of State Tuition

Non-residents of Georgia must pay a fee of \$60.00 per quarter in addition to all regular fees. Special students (those carrying less than 12 credit hours in a quarter) who are not legal residents of the State of Georgia will pay at the rate of \$5.00 per quarter hour Out-of-State Fee in addition to all regular fees.

Student Activity Fee

There will be a student Activity Fee of \$10.00 per quarter. This fee is not refundable. Student Activity Fee will be charged to any Day Student who has registered for ten or more quarter hours. No charge will be made to Evening Program Students.

Late Registration Fee

In the Summer Session a late registration fee of \$4.00 will be charged to students registering on the first day of class and a fee of \$5.00 will be charged for registrations completed on the last day to register for credit.

In the Fall, Winter and Spring Quarters a late registration fee of \$3.00 will be charged to students registering on the date listed in the catalog as the date on which classes begin. A fee of \$4.00 will be charged for registrations completed on the day following the date on which classes begin. A fee of \$5.00 will be charged for registrations completed on the date listed in the catalog as the "last day to register for credit."

Change of Schedule Fee

A fee of \$2.00 is charged for the changing of a student's schedule after the registration cards have been processed. No charge is made if the change is initiated by the College. This fee is not refundable.

Graduation Fee

A Graduation Fee of \$7.50 will be collected from each candidate for graduation.

Transcript Fee

Each student is entitled to one official transcript of his college work. The charge for additional copies is \$1.00 each.

Music Fees

Students enrolled in Applied Music Courses will be required to pay a special fee. The fees are indicated in the description of courses found under "Course Descriptions" elsewhere in this bulletin.

Make-up Test Fee

For cause, a student may arrange with an instructor to make up an announced quiz or final examination. The arrangements to make up the announced test must be made within one week after the student returns to college.

A fee of \$2.00 is charged for the making up of any announced quiz and a fee of \$5.00 for a make-up final examination and laboratory examinations, except as shown below. The total charges to any one student for a final make-up examination in a given subject shall not exceed \$5.00. All fees will be paid to the Business Office.

The conditions under which fees for make-up quizzes and final examinations will not be charged are as follows: The student was absent (1) on official college business; (2) due to illness; (3) because of death in the family; or (4) in observing religious holidays.

The student's reasons for claiming exemption from paying the fee must be presented in writing to the instructor.

Short Courses

Fees are announced for each course when the course is announced. No refund can be made for withdrawal from a course.

Summary of Fees

Matriculation, per quarter	\$ 45.00
Student Activity, per quarter	10.00
TOTAL FOR GEORGIA RESIDENTS	\$ 55.00
Out-of-State Tuition, per quarter	60.00
TOTAL FOR NON-RESIDENTS	\$115.00
Matriculation, Special Students, per quarter hour	3.75
Non-Resident Tuition, Special Students, per quarter hour (in addition to Matriculation Fee)	5.00

Privilege Fees

Application Fee	\$ 5.00
Late Registration—Maximum	5.00
Special Examinations	2.00
Final Examinations	5.00
Graduation	7.50
Transcript, first one free, each additional	1.00
Change of Schedule	2.00

Refunds

Refunds of fees will be made only upon written application for withdrawal from school. No refunds will be made to students dropping a course. Students who formally withdraw during one week following the scheduled registration date are entitled to a refund of 80% of the fees paid for that quarter. Students who formally withdraw during the period between one and two weeks after the scheduled registration date are entitled to a refund of 60% of the fees paid for that quarter. Students who formally withdraw between two and three weeks after the scheduled registration date are entitled to a refund of 40% of the fees paid for that quarter. Students who formally withdraw during the period between three and four weeks after the scheduled registration date are entitled to a refund of 20% of the fees paid for that quarter. Students who withdraw after a period of four weeks has elapsed from the scheduled registration date will be entitled to no refund of any part of the fees paid for that quarter.

Students who formally withdraw from the Summer Session are entitled to refunds as follows:

Withdrawal on 1st, 2nd or 3rd day of first week	80% refund of fees paid
Withdrawal on 4th or 5th day of first week	60% refund of fees paid
Withdrawal on 1st, 2nd or 3rd day of second week	40% refund of fees paid
Withdrawal on 4th or 5th day of second week	20% refund of fees paid

Fees and Charges are Subject to Change at the End of any Quarter

Any student delinquent in the payment of any fee due the college will have grade reports and transcripts of records held up, and will not be allowed to re-register at the college for a new quarter until the delinquency has been removed.

Scholarships

A number of scholarships are available to Armstrong College. In general these are awarded on the basis of need and scholastic ability. Scholarships are awarded by means of interviews before a scholarship committee held during the spring. Applications for scholarships are accepted after January 1st for the following school year. Information and application blanks for scholarships may be obtained by contacting the Director of Student Aid. The following scholarships will be awarded for the year 1963-1964:

Advertising Club of Savannah—One scholarship for \$100.00 is offered to a student interested in the field of advertising.

Armstrong College Alumni Association—One scholarship for \$250.00. All students are eligible.

Arthur Lucas Memorial Scholarships—Six scholarships are offered for \$100.00 each. All students are eligible.

Alpha Tau Beta—One scholarship for \$125.00 is offered to a member of the sorority attending Armstrong College.

Edward McGuire Gordon Memorial Scholarship—One is offered each year for \$200.00 to a male resident of Chatham County.

Georgia Consumer Finance Association—Six scholarships for \$100.00 each. All students are eligible.

Harry G. Strachan, III Memorial Scholarship—One is offered for \$100.00 to a freshman student.

Junior Chamber of Commerce—Three are offered for \$185.00 each. All students are eligible.

Panhellenic Association of Savannah—One is offered to a woman student for \$100.00.

Pi Beta Phi Alumnae Club—One scholarship for \$75.00 is offered to a female student.

Rebel Chapter, American Businesswomen's Club—One scholarship for \$100.00 is offered to a female student.

Savannah Chapter, American Institute of Industrial Engineers—One scholarship for \$100.00 is offered to a student interested in the field of industrial engineering.

Savannah Gas Company—Two scholarships are offered for \$165.00 each to day school students only.

Savannah Chapter, National Secretaries Association—One scholarship to cover tuition, fees and expenses for a year is offered to a women student majoring in secretarial science.

Regents' Scholarships

Another source of scholarship aid for students who are residents of the State of Georgia is the Regents' Scholarship. These scholarships are awarded to superior students who are in need of financial assistance to attend college. To be eligible for a Regents' Scholarship a student must have average grades or predicted average grades that place him in the upper 25% of his class. Recipients of Regents' Scholarships are expected, upon completion of their program of study, to reside in the State of Georgia for a period of one year for each \$1,000.00 of scholarship aid received.

Further information on these scholarships and application forms may be obtained from the Director of Student Aid at the college.

Student Assistants

Some financial aid is available to a limited number of students through the Student Assistant program. A number of part-time jobs are offered to students in the various departments of the college. Interested students should contact the Dean of Students prior to the beginning of each quarter.

Student Personnel Services serves as a clearing house for part time job opportunities in the community.

REGULATIONS

Faculty Advisers

The Academic Dean's Office assigns a faculty adviser to every student enrolled in day or evening classes. Before registering for classes each quarter a student must consult his adviser and receive his written approval for the courses in which the student plans to enroll.

Pre-Registration

To insure a place in classes for the following quarter, a student should pre-register each quarter during the dates given in the Bulletin Calendar (pages 3-4). To pre-register, a student must see his faculty adviser to secure approval for a class schedule. This schedule, signed by the adviser, is then taken to the Registrar's Office where the student enrolls in classes for the following quarter. To complete registration all that remains is to pay fees on registration day. Students are strongly urged, in their own interest, to pre-register.

Advanced Placement

Armstrong College gives advanced placement, or in some cases college credit, for college level high school courses, on the basis of the high school teacher's recommendation, the student's grade on the Advanced Placement Examination, and approval by the department chairman of Armstrong College.

Placement Tests

To help a student select a definite objective early in his college program, the Armstrong staff administers to each entering freshman a series of interest and achievement tests. Achievement tests in English and mathematics are administered prior to admission. Placement in English and mathematics courses is determined on the basis of the student's high school record and the scores on these tests. Interest tests are administered during Freshman Week. On the basis of these objective measurements, the student's previous record, and his interest, the student with the aid of his adviser decides on a program of study which will enable him to accomplish his purpose.

Placement in "English 100"

On the basis of entrance test scores and high school record, certain students will be required to take "English 100" in their first quarter. This course must be completed with a grade of at least "C" before these students may register for any other English course. "English 100" may be repeated once, but only in the following quarter.

Physical Education Program

All day students who are carrying as many as 10 quarter hours and (or) are candidates for diplomas or certificates are required to attain credit for six physical education courses, one each quarter. A student graduating in less than six quarters may reduce the physical education requirements accordingly. Regular courses should be taken in proper sequence and two required courses should not be scheduled in any one quarter.

Students planning a one-year program may choose any three of the required physical education courses.

A student who has served a minimum of three months in the military services shall be exempt from Physical Education 111. A student who has served a minimum of six months in the military services shall be exempt from Physical Education 111 and 112. Proof of service time shall be presented to the Physical Education Department.

In order for a day student to be excused from any one physical education course, he must have his or her doctor sign a special form. A student who does not plan to graduate from Armstrong College will be allowed to register for any quarter without physical education providing he or she signs the form provided by the Physical Education Department. No student may register without a required physical education course except with written permission from the Physical Education Department.

The physical education department requires all students to make up all excused absences. Any unexcused absence from class will result in a lower final grade.

Physical education is not required of students in the evening program.

Course Load

The unit of work for a regular student is 16-17 quarter hours per quarter. A schedule of sixteen quarter hours presupposes that the average student will devote approximately forty-eight hours per week to his college classes and to his preparation therefor.

Except in engineering, permission to enroll for more than 17 quarter hours will be granted only to students who have a "B" average for the preceding quarter. The quarter just prior to graduation, a student may take an extra course which is necessary to meet requirements for graduation. No student will be allowed to register for more than 21 hours in any one quarter.

No student who is employed full-time will be allowed to take more than 11 quarter hours of work in the fall, winter or spring quarter unless he has better than a "B" average in the last quarter for which grades are available. No student may enroll for more than ten

quarter hours of credit in the Summer Session. This regulation does not apply to transient students who are regularly enrolled in another institution.

Auditing

A student wishing to "audit" a course without receiving credit must obtain the written permission of the instructor before he registers for the course. (Policy for some courses forbids "auditing") An "auditor" cannot change to regular credit status after the first week of class. A student who registers for a course as an "auditor" receives no credit, "N. C.", on his transcript.

Admission to Class

A student will be admitted to class when the instructor is furnished an official class card indicating that the student has completed his registration and paid his fees in the Business Office.

Conduct

Compliance with the regulations of the faculty and the Regents of University System of Georgia is assumed. Gambling, hazing, and the use on the campus of intoxicating beverages are prohibited.

Attendance

At Armstrong a student's responsibility towards a course includes all that transpires in class sessions as well as the subject matter of the course. Any absence whatsoever from class work entails a loss to the student.

An absence may be excused by the instructor if the student is absent

- (1) on official college business,
- (2) due to illness (with a doctor's certification),
- (3) because of death in the immediate family,
- (4) in observing religious holidays.

In unusual instances an instructor may excuse an absence for other serious reasons.

A student who has been absent from class for such a valid reason should present a written statement to his instructor. If the instructor approves the excuse, he will initial it, and the student should file the form in the Registrar's or Evening Program Office.

Excuses must be submitted within seven days from the date the student returns to school; otherwise the absence will not be excused.

Any student who has unexcused absences equal in number to the times the class meets in one week, and has one additional absence, will be dropped from class. The instructor will notify the Registrar's Office when a student should be dropped. The Registrar's Office will notify the student. A student who is dropped within three weeks

after the beginning of the quarter will automatically receive a grade of W. A student who is dropped after the third week of the quarter will receive either a W or a W/F depending upon his status at the time he withdraws or is dropped from class.

A student will be penalized for unexcused absences from the first day the class meets (even though registration is not yet completed), unless one of the four valid excuses applies.

Any student whose absences *for any cause* exceed one third of the number of times the class meets in the quarter will be dropped from the class. The student will be given W or W/F depending upon his academic status at the time he is dropped.

Withdrawals

A formal withdrawal, presented to the Registrar in writing, is a pre-requisite for honorable dismissal from, or re-entrance into this institution. Any student planning to withdraw should immediately make such an intention known to the Registrar in writing. This notice is required to receive any authorized refunds.

A student should formally withdraw from any class by securing the signature of the instructor and his faculty adviser. This written approval should be filed in the Registrar's office. A student who withdraws within three weeks after the beginning of the quarter will automatically receive a grade of W. A student who withdraws after the 3rd week of the quarter will receive a W or W/F depending upon his status at the time the student withdraws or is dropped from class.

Reports and Grades

It is felt by the faculty that students in college should be held accountable for their scholarship. Accordingly, report cards, warnings of deficient scholarship and all such notices are not sent to parents or guardians by the Registrar except on request. Instead the students themselves receive these reports and are expected to contact their advisers whenever their work is unsatisfactory. Report cards are issued at the end of each quarter. Reports of failing grades are issued in the middle of each quarter. Each student has access to an adviser; in addition, the Registrar and all instructors are available to help any student seeking assistance.

Reports are based on the following system of grading:

Numerical Span		Honor Points
A+	95 - 100	4.5
A	90 - 94	4
B+	85 - 89	3.5
B	80 - 84	3
C+	75 - 79	2.5
C	70 - 74	2
D+	65 - 69	1.5
D	60 - 64	1
F	Below 60	0

A student who receives an "E" (incomplete grade) should consult his instructor at once and arrange to complete the requirements of the course. An "E" grade which has not been removed by the middle of the succeeding quarter automatically becomes an "F".*

Any student in the Evening Program who is unable to remove a grade of "E" because of absence due to military service or conditions of employment, may appeal to the Academic Standing Committee for a waiver of this regulation.

Honors

Dean's List: Students enrolled for at least ten hours of course work who earn an honor point average of 3.0 or above will be placed on the Dean's List which is published quarterly.

Permanent Dean's List: At the completion of forty-five hours of course work, students with an honor point average of at least 3.0 will be placed on the Permanent Dean's List which is published yearly in June. Sophomores completing forty-five hours (to make a total of ninety) and earning an honor point average of 3.0 will be placed on the Permanent Dean's List.

Students eligible under the above categories and earning an honor point average of 3.96 or above will be placed on the Permanent Dean's List and designated *With Distinction*.

Honors at Graduation

Summa Cum Laude: Students who are graduating with an honor point average of 3.96 or above will be designated as graduating *summa cum laude*.

Cum Laude: Those students graduating with an honor point average of from 3.0 to 3.96 will be graduated *cum laude*.

Valedictorian: The valedictorian will be selected by the graduating class from the five students with the highest academic average in the work completed up to the quarter just prior to graduation.

Dismissal

Any day student failing (except in cases excused before examinations on account of illness) to pass at least one course other than physical education in any one quarter will be dropped from the rolls of the college. Any student who fails to make an average of at least 1.6 honor points per quarter hour in all work scheduled during the first three quarters work at the college will not be allowed to re-register. Withdrawal is recommended to all students who have less than a "C" average at the end of the fourth quarter. At the end of the sixth quarter's

*A grade of "E" received in the Spring Quarter must be made up by mid-term of the following Fall Quarter.

work a student must have an 1.8 honor point per quarter hour average in order to re-register.

Any student in the evening program seeking credit who fails (except when excused before final examination on account of illness) to pass at least one course with a recorded grade of "D" or better in two consecutive quarters will be dropped from the rolls of the college. Any student in the evening program who fails to make an average of at least 1.6 honor points per quarter hour in the first 50 quarter hours of work at the college will not be allowed to re-register. Withdrawal is recommended to all students who have less than a "C" average at the end of 70 quarter hours of work. At the end of 90 quarter hours of work, a student must have an average of 1.8 honor points per quarter hour in order to re-register.

Students who have been asked to withdraw on account of academic deficiency will be re-admitted to Armstrong if the student goes to another college for one quarter and maintains a "C" average. If a student does not go to another college he may re-register at Armstrong College after two quarters.* If re-admitted, a student re-enters on probation for one quarter, during which quarter he must make a "C" average.

Appeals from this ruling must be in writing (addressed to: Chairman, Academic Standing Committee), must state fully the nature of all extenuating circumstances relating to the academic deficiency, and must be received by the Academic Standing Committee at least 48 hours before registration begins for the quarter in question.

Requirements for Graduation

The requirements for graduation from Armstrong College of Savannah are listed below:

1. The student will complete a program of study listed elsewhere in the catalog under "Curricula" with an average grade of "C". The grades of "F" and "W/F" are not included in this average. Any exceptions to a program may be referred by a student's adviser to the Committee on Academic Standing.
2. One-third of the work required for graduation will be completed at Armstrong College of Savannah.
3. By state law one of the requirements for a diploma or certificate from schools supported by the State of Georgia is a demonstration of proficiency in United States history and government and in Georgia history and government.

A student at Armstrong may demonstrate such proficiency by passing

- 1) History 100,

*The Summer Session counts as a quarter.

- or 2) Political Science 113 *and* History 226,
or 3) A two hour examination in United States and Georgia history and government.

A student should apply in writing at least one week in advance for permission to take this examination to the Chairman of the Department of History and Political Science. Examination dates are given in the calendar.

4. When exceptions to prerequisites for courses are made, permission may be granted only by the head of the department concerned. A recommendation regarding any request for exception to prerequisites for courses must be made to the department head by the course instructor. This need not be binding upon the department head.

Candidates for graduation will make application in the Registrar's office one quarter prior to the expected date of graduation.

Recommendations

The recommendations issued by the college are based on the grades the student earns, his student activity record, and the opinions expressed by his instructors on a special student rating form.

The files of the Registrar's office which include all permanent records are consulted regularly by representatives of the Federal Bureau of Investigation, the Civil Service, the local Credit Bureau and other agencies having access to confidential records. A good college record is of vital importance to a student.

PROGRAMS OF STUDY

The Degree of Associate in Arts is conferred upon those students who successfully complete one of the two-year programs in this section.

Before registration every student must plan a program of study with a faculty adviser appointed by the Academic Dean. Even if a student knows what courses are required in his program, he must have on record in the office of his adviser a copy of his program. Before a student may change his planned program he must consult his adviser.

If a student plans to transfer to another college either before or after graduation, he should acquire the catalog of that college in order to determine what courses must be completed at Armstrong to meet the degree requirements of the college to which he may transfer.

The student is responsible for securing approval for his program from his adviser and the Registrar two quarters prior to the expected date of graduation.

Courses numbered 100 to 199 are generally planned for the freshman level; courses numbered 200 to 299 are generally planned for the sophomore level.

The "core curriculum" includes certain of the courses which the college considers essential to all college educated men and women.

These courses are required in all programs leading to a degree:

English 101, 102; 201, 202 (in certain terminal programs English 228 may be substituted for English 102, 201 or 202);

History 114, 115;

Natural sciences (ten quarter hours from biology, chemistry, physics, and physical science);

Physical Education 111, 112, 113, and any three courses numbered in the 200's. (For exceptions to requirements for physical education, see *Regulations*, p. 35.)

Knowledge of United States history and government and of Georgia history and government must be demonstrated in order to receive a degree or certificate. (Consult *Requirements for Graduation* on page 40.)

SENIOR COLLEGE PREPARATORY PROGRAMS

Business Administration (1)

First Year		Second Year	
English 101, 102	10	English 201, 202	10
History 114, 115	10	Physical Education	3
Physical Education 111, 112, 113	3	Business Administration 101, 102	10
Laboratory Science	10	Economics 101, 102	10
Mathematics 101	5	Political Science 113	5
Mathematics 103	5	Business Administration 260	5
Business Administration 115	5	Elective	5
TOTAL	48	TOTAL	48

Chemistry (30)

First Year		Second Year	
Chemistry 101, 102	10	Chemistry 280a, 280b	7
Chemistry 104	5	Mathematics 201, 202	10
Mathematics 101, 102	10	History 114, 115	10
Mathematics 104	5	English 201, 202	10
English 101, 102	10	Physics 204, 205, 206	15
Political Science 113	5	(or 207, 208, 209)	18)
Physical Education 111, 112, 113	3	Physical Education	3
TOTAL	48	TOTAL	55

Engineering (2)

This program will satisfy degree requirements for most types of engineering. The courses required for the freshman year have been planned in consultation with the Georgia Institute of Technology.

First Year		Second Year	
English 101, 102	10	English 201, 202	10
Physical Education 111, 112, 113	3	Physical Education	3
Chemistry 101, 102	10	Mathematics 201, 202, 203	15
Mathematics 101, 102, 104	15	Physics 207, 208, 209	18
Chemistry 104	5	History 114, 115	10
Engineering 113, 114, 115	6	Political Science 113	5
TOTAL	49	TOTAL	61

Forestry (3)

A one-year program for students in Forestry.

English 101, 102	10
Physical Education 111, 112, 113	3
Botany 121, 122	10
Economics 101	5
Engineering 101	2
Mathematics 101, 102	10
Physics 204 or Physical Science 101	5
Political Science 113	5
TOTAL	50

Industrial Management (5)

This program will satisfy degree requirements for the first two years of this field of engineering.

First Year

English 101, 102	10
History 114	5
Physical Education 111, 112, 113	3
Chemistry 101, 102	10
Chemistry 104	5
Engineering 113, 114, 115	6
Mathematics 101, 102, 104	15
TOTAL	54

Second Year

English 201, 202	10
Physical Education	3
History 115	5
Business Administration 101, 102	10
Economics 101, 102	10
Mathematics 103	5
Physics 204, 205, 206	15
TOTAL	58

Liberal Arts (6)

This program is recommended for candidates for the A.B. degree, pre-education, pre-law, pre-ministerial, journalism, social work, and other pre-professional concentrations.

First Year

English 101, 102	10
History 114, 115	10
Physical Education 111, 112, 113	3
*Science	10
Mathematics 101	5
Mathematics 102	5
*Foreign Language	10
TOTAL	53

Second Year

English 201, 202	10
Physical Education	3
Science with laboratory	10
Two of the following courses—	
History 225	
Political Science 113	
Psychology 201	
Sociology 201	
Economics 101	
Philosophy 110	10
Electives	10
TOTAL	43

*A student applying for admission to a senior college which does not require the amount indicated of this subject may, with the approval of his adviser, substitute other courses required by the senior institution during the first two years.

Mathematics (7)

A program designed for those students who wish to major in mathematics.

First Year

English 101, 102	10
History 114, 115	10
Physical Education 111, 112, 113	3
Chemistry or Biology	10
Mathematics 101	5
Mathematics 102	5
Mathematics 104	5
TOTAL	48

Second Year

English 201, 202	10
Mathematics 201, 202, 203	15
Mathematics 235	5
Physical Education	3
Physics 207, 208, 209	10
Electives	5
TOTAL	48

Medical Technology (8)

This program is designed for those students who desire a Bachelor of Science degree in Medical Technology.

First Year

English 101, 102	10
Zoology 124, 226	10
Mathematics 101, 102	10
Chemistry 101, 102, 104	15
Physical Education 111, 112, 113	3
TOTAL	48

Second Year

English 201, 202	10
Zoology 230	6
History 114, 115	10
French or German 101-102	10
*Electives	10
Physical Education	3
TOTAL	49

Music (38)

English 101, 102	10
History 114, 115	10
Physical Education	3
Applied Music	6
Music Theory 110, 111, 112	9
Electives	10
TOTAL	48

*It is recommended that Zoology 225 be taken as an elective course.

Physical Education (9)

First Year		Second Year	
English 101, 102	10	English 201, 202	10
History 114, 115	10	Physical Education	3
Physical Education 111, 112, 113	3	Zoology 108, 109	10
Zoology 124, 225	10	**Physical Education 203	2
Home Economics 232—Nutrition	5	Physical Education 114	2
Mathematics 9 or 101	5	Psychology 201	5
*Electives	5	Psychology 202	5
		Sociology 202	5
		Electives	6
TOTAL	48	TOTAL	48

Physics (10)

A program designed for those students who wish to major in Physics.

First Year		Second Year	
English 101, 102	10	English 201, 202	10
Physical Education 111, 112, 113	3	Physical Education	3
Chemistry 101, 102, 104	15	Mathematics 201, 202, 203	15
Mathematics 101	5	Physics 207, 208, 209	18
Mathematics 102	5	History 114, 115	10
Mathematics 104	5	Political Science 113	5
Engineering 113, 114, 115	6		
TOTAL	49	TOTAL	61

Pre-professional: Dentistry (11)

This program is designed for those students who wish to prepare themselves for the study of Dentistry after completing three or more years of academic studies.

First Year		Second Year	
English 101, 102	10	English 201, 202	10
Zoology 124, 226	10	History 114, 115	10
Mathematics 101, 102	10	Zoology 230	6
Chemistry 101, 102, 104	15	French or German 101, 102	10
Physical Education 111, 112, 113	3	***Electives	10
		Physical Education	3
TOTAL	48	TOTAL	49

*It is recommended that English 228 be taken as an elective course.

**The student is exempt from this course if he has a Red Cross "Senior Life Saving Certificate."

***It is recommended that Zoology 225 be taken as an elective course.

Pre-professional: Medicine (12)

This program is designed for those students who wish to prepare themselves for the study of medicine after completing three or more years of academic studies.

First Year		Second Year	
English 101, 102	10	English 201, 202	10
Zoology 124, 226	10	Zoology 230	6
Chemistry 101, 102, 104	15	French or German 101, 102	10
Mathematics 101, 102	10	History 114, 115	10
Physical Education 111, 112, 113	3	*Electives	10
		Physical Education	3
TOTAL	48	TOTAL	49

Pre-professional: Nursing (13)

This is a one year program for those students who wish to obtain their freshman requirements to be transferred to a school of nursing offering the B.S. degree. The program as outlined is intended to satisfy the requirements of the Medical College of Georgia School of Nursing. Students planning to transfer credits are urged to consult the pre-nursing advisor in order to be sure that they are taking the proper courses.

English 101, 102	10
History 114, 115	10
Zoology 108, 109	10
Chemistry 101	5
Sociology 201	5
Psychology 201	5
Physical Education 111, 112, 113	3
TOTAL	48

Pre-professional: Optometry (14)

The requirements for admission to the schools and colleges of optometry in the United States are relatively uniform but are not identical. The practice of optometry in all states is regulated by Boards of Examiners in Optometry. The following concentration will prepare a student for transfer to any school or college of optometry in the United States and Canada.

First Year		Second Year	
English 101, 102	10	English 201, 202	10
History 114, 115	10	Zoology 230	6
Zoology 124, 226	10	Mathematics 102, 104	10
Chemistry 101, 102	10	Sociology 201	5
Mathematics 101	5	Psychology 201	5
Physical Education 111, 112, 113	3	Electives	10
		Physical Education	3
TOTAL	48	TOTAL	49

*It is recommended that Zoology 225 be taken as an elective course.

Pre-professional: Pharmacy (15)

This is a two-year concentration for those students who wish to obtain their freshman requirements for entrance to a school of pharmacy. The regional schools of pharmacy require three years minimum in residence at the School of Pharmacy.

This program is designed for those students who wish to prepare themselves for the study of Pharmacy after completing two years of academic studies. All students of Pharmacy are required to complete a five-year program, two of which are in Pre-Pharmacy and three in an accredited School of Pharmacy.

First Year		Second Year	
English 101, 102	10	English 201, 202	10
History 114, 115	10	Economics 101	5
Mathematics 101, 102	10	Political Science 113	5
Chemistry 101, 102, 104	15	Physics 204	5
Physical Education 111, 112, 113	3	Zoology 124, 225, 226	15
		Electives	5
TOTAL	48	Physical Education	3
		TOTAL	48

Pre-veterinary Medicine (16)

This is a four quarter program designed for those students who wish to transfer their credits to the University of Georgia School of Veterinary Medicine, which is the regional school. A student planning to spend four quarters at Armstrong should consult Veterinary School officials about his program.

English 101, 102, 201	15
Botany 121, 122	10
Zoology 225, 226	10
Chemistry 101, 102	10
Mathematics 101, 102	10
Physical Education 111, 112, 113	3
TOTAL	58

Teaching (17)

The subjects required in the freshman and sophomore years by colleges preparing teachers are: English, history, mathematics, sciences, social studies and physical education. The program below enables prospective teachers to be certified by the State Department of Education as having completed two years of college and entitles the student to the Associate in Arts Degree.

First Year

English 101, 102	10
History 114, 115	10
Biological or Physical Science	10
Physical Education 111, 112, 113	3
Political Science 113	5
Art 101 or Music 200	5
*Electives	5
TOTAL	48

Second Year

Education 201	5
English 201, 202	10
Mathematics 9 or 101	5
Physical Education	3
Psychology 201	5
*Electives	20
TOTAL	48

TERMINAL PROGRAMS**Business Administration: Accounting (18)****First Year**

Business Administration 101, 102	10
English 101, 102	10
History 114, 115	10
Natural Science	10
Physical Education 111, 112, 113	3
Elective	5
TOTAL	48

Second Year

Business Administration 201T,	10
202T	10
English 201, 202,	10
228 (any two)	10
Economics 101, 102	10
Business Administration 260	5
Business Administration 115	5
Physical Education	3
Electives	5
TOTAL	48

A student who desires further training in this field may enroll for additional courses chosen from the following list. A certificate will be awarded upon satisfactory completion of 45 hours of work.

Business Administration 236T, 237T—Income Tax Accounting	10
Business Administration 229T—Cost Accounting	5
Business Administration 207T, 208T	10
Electives chosen from Business Administration, Economics or Industrial Technology courses	20
TOTAL	45

Business Administration: General (20)**First Year**

English 101, 102	10
History 114, 115	10
Business Administration 101, 102	10
Natural Science	10
Business Administration 260	5
Physical Education 111, 112, 113	3
TOTAL	48

Second Year

Economics 101, 102	10
English 201, 202 or English 201, 228	10
Business Administration 115	5
Electives	20
Physical Education	3
TOTAL	48

*Recommended electives for elementary teachers include health, geography, economics, Georgia problems (Social Science 104), English 228 and additional science courses.

A student who desires further training in this field may enroll for additional courses chosen from the following list. A certificate will be awarded upon satisfactory completion of 45 hours of work.

Business Administration 207T, 208T	10
Business Administration 151T	5
Business Administration 161T	5
Business Administration 162T	5
Business Administration 231T	5
Economics 125T	5
Economics 126	5
Economics 127T	5
Economics 128T	5
Economics 129T	5
Economics 130T	5
Economics 133	5
Economics 132T	5

Students interested in the field of Industrial Management may substitute 15 hours in the Industrial Technology Curriculum from the following courses:

IT 120	3
IT 121	3
IT 122	3
IT 123	3
IT 124	3
IT 127	3
IT 128	3

Business Administration: Transportation (21)

First Year

English 101, 102	10
History 114, 115	10
Business Administration 151T	5
Business Administration 152T	5
Business Administration 153T	5
Economics 101, 102	10
TOTAL	45

Second Year

English 201, 202 or English 228 and Business Administration 115	10
Natural Science	10
Business Administration 155T	5
Business Administration 101, 102	10
Any two of the following courses— Bus. Adm. 207T Econs. 125T Econs. 126 Econs. 128T Econs. 129T Econs. 130T Bus. Admin. 260	10
TOTAL	45

Students desiring further training in this general field may select five other subjects listed under the Business Administration: General (20). A certificate will be awarded upon completion of 45 hours additional work.

Transportation (22)

Students may receive a certificate upon request to the Registrar after satisfactory completion of the following program:

B.A. 151T	5
B.A. 152T	5
B.A. 153T	5
B.A. 155T	5
Economics 101, 102	10
English 101, 102 or English 228 and B.A. 115	10
Any two of the following courses:	10
Business Administration 207T	
Economics 125T	
Economics 126	
Economics 128T	
Economics 129T	
Economics 130T	
Business Administration 260	
TOTAL	50

Business Administration: One-Year Program (23)

A one year program in Business Administration (with emphasis on business courses) for those persons who may not wish to complete the two-year concentration. A certificate will be awarded upon request to the Registrar to those who successfully complete the program.

Business Administration 101, 102	10
Business Administration 115	5
Business Administration 260	5
Economics 101, 102	10
English	5
Mathematics	5
Physical Education	3
Elective	5
TOTAL	48

Commerce: Secretarial (24)

This program is designed to meet the needs of those students who wish to qualify for secretarial positions in business. If, because of prior training, a student is permitted by the instructor to omit the beginning

theory courses in shorthand or typing, the student must choose elective subjects to supplement the total college hours required.

First Year		Second Year	
English 101, 102	10	Business Administration 101	5
History 114, 115	10	Business Administration 115	5
Physical Education 111, 112, 113	3	English 201, 202, or English 201, 228	10
Natural Science	10	Commerce 213	5
Commerce 101, 102, 103	6	Commerce 201, 202, 203	6
Commerce 111, 112, 113	9	Commerce 211, 212	6
		Physical Education	3
TOTAL	48	Electives	8
		TOTAL	48

Commerce: Stenographic (25)

A student who has only one year to spend in college may acquire some of the clerical skills which will enable her to secure employment as a stenographer or clerk. Whether a student will be placed in beginning theory classes of shorthand or typing will depend upon how much previous training she has had in those subjects; a more advanced standing must be approved by the instructor. A certificate is awarded upon completion of the following program.

Commerce 101, 102, 103	6
Commerce 111, 112, 113	9
Commerce 213	5
Business Administration 101	5
English 101, 102	10
Physical Education 111, 112, 113	3
Business Administration 115	5
Elective	5
TOTAL	48

Human Relations* (27)

The Terminal sequence in Human Relations is designed to start with the student's immediate interests in learning, methods of study and aptitude measurement. The next course, on principles and facts about the individual's growth, needs, feelings and learning about the world around him is followed by a practical application through experiments or projects using the objective methods of psychology. This leads to a study of a person's relationship to his social groups, a study of marriage and family adjustments, principles and facts about the way that our society is organized and finally to a practical study of needs

*Students in other concentrations may elect any Psychology or Sociology course in this program without adhering to the above sequence. Prerequisites are necessary in Psychology 202, Psychology 203, and Psychology 205.

and resources for human adjustment in our community. A student who completes this sequence should have a basic understanding of himself and others that will improve his effectiveness in his family, his work (whether in the home or employed elsewhere), his social relationships and his responsible participation in community living.

First Year

English 101, 102	10
History 114, 115	10
Physical Education 111, 112, 113	3
Mathematics 9 or 101	5
Political Science 113	5
Psychology 100	5
*Psychology 201	5
Psychology 202	5
TOTAL	48

Second Year

English 201, 202	10
Biology 124, 225 or Biology 101, 102	10
Physical Education	3
Sociology 202	5
Psychology 203	5
Sociology 201	5
Sociology 203T	5
Elective	5
TOTAL	48

Liberal Arts (28)

A student in the Terminal Liberal Arts program may select the remainder of his electives from any courses offered by the college in order to prepare for a vocation or to pursue a special interest.

First Year

English 101, 102	10
History 114, 115	10
Physical Education 111, 112, 113	3
Natural Science	10
Mathematics 9 or 101	5
**Electives	10
TOTAL	48

Second Year

English 201, 202	10
Physical Education	3
**Electives	35
TOTAL	48

A student who desires further training in this field may enroll for additional courses chosen from the following list. A certificate will be awarded upon satisfactory completion of 45 hours of work.

History 225	5
Philosophy 110	5
Select 20 hours from the following	20
French, German, Spanish, or Russian	
Two additional laboratory (double) or mathematics courses	
Electives	15
TOTAL	45

*The sequence of Psychology 201, 202 represents Introductory Psychology.

**A student must elect 20 hours from at least three of the following subjects: Foreign Language, Political Science, Economics, Fine Arts, Philosophy, Psychology, Sociology, Mathematics (other than Mathematics 103).

TECHNICAL INSTITUTE PROGRAMS

LEADING TO THE DEGREE OF ASSOCIATE IN SCIENCE

Armstrong College offers courses in a number of technical fields. For course descriptions, see pages 78-85. It is possible to complete a two year terminal program in Civil Technology at Armstrong. It is also possible to complete a two year terminal program in Chemical Technology or Industrial Technology. These two programs are offered in cooperation with the Union Bag-Camp Paper Corporation; the basic courses are taught at Armstrong College by the regular faculty; the advanced technical courses are conducted at the plant of the Union Bag-Camp Paper Corporation by fully qualified company personnel. Excellent shop, laboratory and classroom facilities are available. These courses are fully accredited by Armstrong College and are not restricted to employees of the company.

Tuition for Technical Institute courses taught at Armstrong College is the same as for other evening program courses. Tuition for the courses conducted at the Union Bag-Camp Paper plant is \$1.00 per credit hour, payable to Armstrong College.

Classes are scheduled whenever possible with duplicate or extra sessions to accommodate shift workers with rotating work hours.

Basic subjects required in all technical programs:

English 100 or 101 (depending on placement test)	5
Math 101	5
Math 102	5
Physics, 204, 205, 206	15
Engineering 113	2
Psychology 204T	5
(or IT 128T)	3)
GT 113	3
GT 112	3
(or English 228	5)

Chemical Technology (31)

The curriculum for Chemical Technology has been designed to meet the needs of the chemical, paper and other related heavy industries for competent and well-trained technicians. The program gives the student a working knowledge of the fundamental branches of formal chemistry and chemical engineering.

Industries are placing greater emphasis every year on instrumental methods of analysis which are far more rigid and precise than formal chemical methods. The student completing the curriculum in Chemical Technology will acquire training in the theory and use of these electronic, optical and thermal instruments.

Positions open to graduates are assistant to research personnel, control chemist, assistant to chemical engineers, analyst and pilot plant assistant, as well as many others.

Chemistry 101	General Inorganic	5
Chemistry 102	General Inorganic	5
Chemistry 104	Qualitative Inorganic Analysis	5
Engineering 114	Engineering Graphics	2
Chemistry 280a	Quantitative Inorganic Analysis	4
Chemistry 280b	Quantitative Inorganic Analysis	3
*GT 111	Industrial Safety	1½
*Civ. T. 120	Elementary Industrial Statistics	3
*CT 121	Experimental Design	3
*Civ. T. 160	Material Balances	3
*Civ. T. 161	Energy Balances	3
*CT 162	Elementary Chemical Processes	4
*CT 165	Industrial Chemistry	4

 45½

In addition, the student will select one of the two options listed below, either paper and pulp or chemical.

Pulp & Paper Option

*CT 140—Basic Wood Technology, Pulping, Pulp Preparation, and Pulp Testing, Part I	4
*CT 141—Part II	4
*CT 142—Paper Making, Paper Converting, and Paper Testing, Part I	4
*CT 143—Part II	4
*CT 164—Wood Structure and Properties	4

 20

Chemical Option

Engineering 115—Engineering Graphics	2
Mathematics 114—Slide Rule	2
*CT 150—Organic Chemistry	5
*CT 151—Industrial Chemical Analysis	3

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*These courses will be taught in the plant of the Union Bag-Camp Paper Corporation.

Civil Technology (34)

Civil Technology covers one of the broader fields in the Technical Institute Program. The civil technician is a surveyor, a construction man on buildings of all kinds, highways and railroads, hydroelectric projects, locks, dams, tunnel and similar projects. He is trained to handle work in any of these fields with a minimum of supervision.

BCT 142	Construction Materials and Estimates	5
Civ. T 121	Elementary Surveying	6
Civ. T 122	Route Surveying	5
Civ. T 131	Highway Construction	3
Civ. T 143	Mechanics of Materials	6
BCT 211	Wood and Steel Construction	5
BCT 212	Concrete Construction	5
Civ. T 212	Structural Drafting I	2
Civ. T 213	Structural Drafting II	2
Civ. T 223	Land Surveys	5
Civ. T 224	Topographic and Contour Surveying	4
Civ. T 232	Heavy Construction	4
Civ. T 241	Hydraulics	6

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Industrial Technology (32)

The curriculum in Industrial Technology is designed to enable the graduate to compete successfully for a variety of supervisory and management positions in manufacturing industries. These positions are in such categories as personnel work, quality control, methods and cost control, and the equipment, planning and production functions. The graduate will also be qualified for many staff positions with transportation, distributing and utility companies, and for the operation of private business.

Economics 101	Principles and Problems of Economics	5
Economics 102	Principles and Problems of Economics	5
Economics 128T	Principles of Marketing	5
Business Adm. 101	Principles of Accounting	5
Engineering 114	Engineering Graphics	2
Engineering 115	Engineering Graphics	2
Chemistry 101	General Inorganic	5
Chemistry 102	General Inorganic	5
*GT 111	Industrial Safety	1½
*IT 120	Manufacturing Processes	3
*IT 121	Production Organization	3
*IT 122	Economic Analysis	3
*IT 123	Production and Cost Control	3
*IT 124	Time and Motion Study	3
*IT 125	Mechanical Methods	2
*IT 126	Advanced Time and Motion Study	3
*IT 127	Data Presentation	3
*IT 128	Personnel Motivation	3

61½

*These courses will be taught at the plant of the Union Bag-Camp Paper Corporation.

Course Descriptions

Armstrong College reserves the right to (1) withdraw any course for which less than ten students register, (2) limit the enrollment in any course or class section, (3) fix the time of meeting of all classes and sections, and (4) offer such additional courses as demand and faculty warrant.

No credit will be given in beginning courses in languages where the same or similar courses have been presented for admission from high school.

Where two or more courses are listed under one description no credit for graduation will be given until the sequence is completed, for example: Zoology 101-102.

Economics and Business Administration courses marked with a T are terminal courses, and do not transfer to the University of Georgia. Technical Institute courses transfer only to another Technical Institute.

After each course name, there are three numbers in parentheses. The first number listed is the number of hours of lecture; the second, the number of hours of laboratory; and the third, the number of quarter hours of credit the course carries. For example: Botany 121—General Botany (3-4-5).

Art

Art 101—Creative Art (3-4-5). Spring.

Drawing, painting and design principles, with some pertinent background history. Introductory practice in techniques, and application to every day life needs.

Art 113—Ceramics (5-0-5).

A beginner's course in the fundamentals of pottery and clay modeling. Various ways of forming clay, decorating, glazing and firing suitable subjects.

Art 114—Ceramics (5-0-5).

A continuation of the beginner's course with emphasis on design, using the potter's wheel and understanding the use of glazes. Work may be developed in pottery or clay sculpture.

Art 290—Introduction to the History of Art (5-0-5).

The formal characteristics of the painting, sculpture, architecture and some of the minor arts will be analyzed in their stylistic and symbolic developments which will be discussed in relation to the changing cultural backgrounds.

Art 291—Introduction to the History of Modern Art (5-0-5).

A survey of world art during the eighteenth, nineteenth, and twentieth centuries. The formal characteristics of the painting, sculpture, architecture and some of the minor arts will be analyzed in their stylistic and symbolic developments which will be discussed in relation to the changing cultural backgrounds.

Biology

Biology 210—Microbiology (3-4-5). Spring. Prerequisites: ten hours of a biological science with laboratory and five hours of inorganic chemistry.

An introductory to the study of micro-organisms with primary emphasis on bacteria. The morphology, life history, and public health importance of representative bacteria, molds, viruses, protozoa, and helminths are considered.

Botany 121—General Botany (3-4-5). Fall.

A study of the structure of the roots, stems, and leaves, basic physiology and ecology of plants. Laboratory work on representative species.

Botany 122—General Botany (3-4-5). Spring. Prerequisite: Botany 121.

A study of reproduction, heredity, and evolution of seed plants, with studies of representative species of the other major plant groups. Laboratory work includes field trips.

Zoology 101-102—Human Biology (10-0-10). Fall and Winter. Four lectures and one demonstration period.

A basic course intended to acquaint the student with biological principles and their application to the human organism. The second quarter is a continuation of the first; no credit is allowed toward graduation until the sequence is completed.

Zoology 108-109—Human Anatomy and Physiology (6-8-10). Winter and Spring.

A basic course considering the gross anatomy, histology, and physiology of the organ systems. Laboratory work includes thorough dissection of a typical mammal as well as basic experiments in physiology. The second quarter is a continuation of the first; no credit is allowed toward graduation until the sequence is completed. Not open to pre-professional students in the biological sciences.

Zoology 124—General Zoology (3-4-5). Fall and Spring. Prerequisite: High school chemistry is strongly recommended. Not open to students having credit for Zoology 101-102.

A survey of principles in biology, with accent upon cellular phenomena.

Zoology 225—Invertebrate Zoology (3-4-5). Winter. Prerequisite Zoology 124, or Zoology 101-102, or Botany 121-122.

A survey of the invertebrate animals, their biology, structure, and relation to other animals.

Zoology 226—Vertebrate Zoology (3-4-5). Spring. Prerequisite: Zoology 124 or 101-102, or Botany 121-122.

A study of the structure, body functions, interrelations, and natural history of the vertebrate animals.

Zoology 230—Comparative Vertebrate Anatomy (3-6-6). Fall. Prerequisite: Zoology 226.

A study of the anatomy and evolution of the organ systems of the vertebrates.

Business Administration

Business Administration 101—Principles of Accounting, Introductory (5-0-5). Fall, Winter and Spring.

An introduction to the fundamental principles and procedures of accounting, including a study of the journal, the ledger, working papers, accounting, statements, controlling accounts, special journals and the voucher system.

Business Administration 102—Principles of Accounting, Introductory (5-0-5). Winter and Spring. Prerequisite: Business Administration 101.

An application of accounting principles to certain problems such as the proprietorship, the partnership, the corporation, departmental operations, manufacturing accounts and the analysis of financial statements.

Business Administration 115—Business Correspondence (5-0-5). Winter and Spring.

Covers various aspects of business and technical report writing. Attention is given to vocabulary building, a review of the mechanics of grammar, and techniques of business writing. Letter studies include: sales, credit, collection, promotion, application, routine, personal, and formal. Information relative to effective policies in these areas is considered.

Business Administration 151T—Introduction to Transportation (5-0-5). Fall.

History of transportation; development leading to legislative supervision of railroads; developments leading to Federal regulation of carriers, other than railroads; freight classifications; principles of freight rates and tariff.

Business Administration 152T—Elementary Rates and Tariffs. (5-0-5). Winter. Prerequisite: Business Administration 151T or permission of instructor.

Shipping documents and their application; special freight services; freight claims, overcharge and loss and damage; freight tariff circulars; construction and filing of tariffs; terminal facilities and switching; and demurrage.

Business Administration 153T—Advanced Rates and Tariffs (5-0-5). Prerequisite: B.A. 152T or permission of instructor.

Through routes and rates, overcharges and undercharges, loss and damage, import and export traffic, Rate and Classification Committee procedure.

Business Administration 155T — Regulation of Transportation (5-0-5).

Evolution, construction and interpretation of the Interstate Commerce Act; creation and organization of the Interstate Commerce Commission; practice before the Interstate Commerce Commission, general review.

Business Administration 161T—Principles of Insurance (5-0-5). Prerequisite: Economics 102.

A comprehensive treatment of the insurance field: an explanation of the different types of insurance and fundamental underlying principles, the organization of the insurance business and accepted insurance practices.

Business Administration 162T—Real Estate Principles (5-0-5). Prerequisite: Economics 102.

A consideration of the general principles of property utilization, the law dealing with ownership, transfer of title and liens; the appraisal process, determinants of values, the real estate cycle, management and salesmanship and regulatory legislation.

Business Administration 201T—Principles of Accounting, Intermediate (5-0-5). Spring. Prerequisite: Business Administration 102.

Basic accounting theory and the solution of problems requiring an application of accounting theory.

Business Administration 202T—Intermediate Accounting (5-0-5). Second course. Prerequisite: Business Administration 201T.

A continuation of Business Administration 201T emphasizing the theories of valuation of fixed assets and liability accounts, the application of these theories and the interpretation of financial statements prepared on the basis of these theories.

Business Administration 207T—Business Law (5-0-5). Fall.

Law governing the basic principles applicable to the following subjects. Contracts: offer and acceptance, consideration, performance, rights of third parties and discharge. Agency: creation of an agency, liabilities of principal and agent. Negotiable instruments: elements of negotiability, endorsement and transfer, liabilities of parties, discharge.

Business Administration 208T—Business Law (5-0-5). Spring.

The law governing the basic legal principles applicable to the following subjects which are of particular interest to those planning to major in accounting. Partnership: formation, powers, liabilities of partners, termination. Corporation: formation, power rights of security holders, types of securities. Sales: vesting of title, warrants, remedies.

Business Administration 229T—Cost Accounting (5-0-5). Spring. Prerequisite: Business Administration 101, 102.

Methods of determining and distributing costs in manufacturing, including the job order and the process methods.

Business Administration 231T—Retailing (5-0-5).

Basically a course in merchandising and promotion. Retailing also covers allied services such as stock and inventory control, accounting systems, mark-ups, and materials handling. A review is given on the basic elements of salesmanship and modern trends. Store design, the effects of lighting, color dynamics, traffic and aisle display are illustrated. Delineation of the various advertising media is also involved.

Business Administration 236T—Income Tax Accounting. Fall. (5-0-5). Prerequisite: Business Administration 102.

A study of federal income tax laws and the application of these laws to the income tax returns of individuals, partnerships and corporations.

Business Administration 237T—Tax Accounting (5-0-5). Prerequisite: Business Administration 236T.

A continuation of Business Administration 236T with emphasis on corporations and fiduciary returns and social security taxes, gift taxes and estate taxes.

Business Administration 260—Principles of Management (5-0-5).

Designed to prepare students in the fundamentals of all phases of administrative, staff and operative management. Successful management principles and techniques are given for all fields of business which include: business objectives, policies, functions, executive leadership, organization structure and morale, cooperative procedure and control procedure.

Chemistry

Chemistry 101—General Inorganic (4-3-5). Fall and Winter. Prerequisite: Mathematics 9, or consent of instructor.

A study of the fundamental principles and laws of chemistry through the modern concept of the atom, with a quantitative approach to the laws. The lab consists of one three hour period per week emphasizing fundamental techniques as applied to the beginning experiments.

Chemistry 102—General Inorganic (4-3-5). Winter and Spring. Prerequisite: Chemistry 101.

This is a continuation of Chemistry 101 with emphasis on descriptive chemistry of particular elements, families and groups, including some organic chemistry. The lab follows with a study of the properties and preparations. One three hour lab per week.

Chemistry 104—Qualitative Inorganic Analysis (3-6-5). Spring and Fall. Prerequisite: Chemistry 102.

The lecture is devoted to the study of theoretical principles of chemical equilibrium and application to qualitative analysis. Lab is a systematic study of the separation and identification of common cations and anions by semi-micro techniques.

Chemistry 105—Chemistry for Nurses (4-2-5). Fall. Principles of inorganic, organic, and physiological chemistry with special application to nursing practice.

Chemistry 280a—Quantitative Inorganic Analysis (2-6-4). Winter. Prerequisite: Chemistry 104 or approval of the instructor.

A study of the fundamental theories and applications of quantitative analysis involving volumetric and gravimetric methods. No credit is given for this course before completion of Chemistry 280b.

Chemistry 280b—Quantitative Inorganic Analysis (1-6-3). Spring. Prerequisite: Chemistry 280a or its equivalent.

This course is a continuation of Chemistry 280a, with special topics in instrumental methods.

Commerce

Commerce 101—Beginning Typing (0-5-2). Fall, Winter and Spring.

This course consists of introductory instruction in the technical features and care of the machine, position, fingering, proper technique and mastery of the keyboard.

Commerce 102—Beginning Typing Continued (0-5-2). Fall, Winter and Spring.

This course is a continuation of speed development. In addition, instruction in typing letters and setting up simple tabulations is given.

Commerce 103—Intermediate Typing (0-5-2). Fall, Winter and Spring. Prerequisite: Commerce 101-102 or equivalent.

A typewriter course in which emphasis is placed on speed building and accuracy. Special typing problems such as business letters, minutes, notices, stencil cutting and carbon copies are stressed.

Commerce 111-112—Beginning Shorthand (5-0-3). Fall and Winter.

Complete theory of Gregg Shorthand simplified. Reading dictation and transcription from studied material. A dictation speed of 80 words a minute is attained.

Commerce 113—Intermediate Shorthand (5-0-3). Spring.

Dictation and transcription of new and studied material. Student is required to take dictation at the rate of 100 words a minute.

Commerce 201—Advanced Typing (0-5-2). Fall, Winter and Spring. Prerequisite: Commerce 103 or equivalent.

Advanced typing is a course in the acquisition of speed and accuracy including various legal forms and papers, manuscripts and business papers. Most of the student's work is done on a production timing basis.

Commerce 202—A continuation of Commerce 201 (0-5-2). Fall, Winter and Spring.

Commerce 203—A continuation of Commerce 202 (0-5-2). Fall, Winter and Spring. An average of 60 words a minute is attained.

Commerce 211—Advanced Shorthand (5-0-3). Fall. Prerequisites: Commerce 111, 112, 113 or equivalent.

A course in which the principles of Gregg Shorthand are applied in developing skill and accuracy in writing shorthand and in transcribing. Dictating and typing of mailable letters are emphasized. A speed of 110 words a minute for five minutes is attained.

Commerce 212—A continuation of Commerce 211 (5-0-3). Winter. A speed of 120 words a minute is required.

Commerce 213—Office Practice (5-0-5). Spring. Prerequisite: Commerce 112 or equivalent or permission of instructor.

Typical business office situations are duplicated as nearly as possible, including the instruction of various business machines. Practical problems deal with typing, filing and office courtesy.

Economics

Economics 101—Principles and Problems of Economics (5-0-5). Fall.

A study of the principles behind the economic institutions of the present time and an examination of some of the economic problems in the modern world.

Economics 102—Principles and Problems of Economics (5-0-5). Winter. Prerequisite: Economics 101.

A continuation of the study of economic principles and problems begun in Economics 101.

Economics 125T—Elementary Economic Statistics (5-0-5).

An introduction to presentation and analysis of quantitative economic data. Statistical sources, table reading, chart making; elementary statistical procedures and their economic interpretation; introduction to index and time series analysis.

Economics 126—American Economic History (5-0-5).

The growth and development of economic institutions in the United States from the colonial period to the present with major emphasis on the period since 1860. It will deal with agriculture, industry, labor, domestic and foreign commerce, transportation, money and banking, and finance.

Economics 127T—Money and Banking (5-0-5). Prerequisite: Economics 102.

The role of money in the economic organization; monetary theory; methods of stabilizing the price level; the integration of financial institutions; theory of bank deposits and elasticity of bank currency; discount policy and the interest rate of central banks; methods of regulating credit and business activities.

Economics 128T—Principles of Marketing (5-0-5). Prerequisite: Economics 102.

Principles and methods involved in the movement of goods and services from producers to consumers; marketing functions; marketing manufactured goods, raw materials and agricultural products; proposals for improving the marketing structure.

Economics 129T—Labor Economics (5-0-5). Prerequisite: Economics 102.

An analysis of the background and origin of our modern labor organizations and their remarkable growth in recent years.

Special emphasis is placed on the social and economic aspects of our labor problems including the study of wages, working conditions, unemployment problems, the movement toward shorter hours, workers welfare plans, labor organizations and the outlook for future developments along these lines.

Economics 130T—Personnel Administration (5-0-5). Prerequisites: Psychology 201 and Economics 101.

A study of the principles and practices in the field of the administration of human relations and industry. Emphasis is given to scientific techniques and devices in the development of a well-rounded personnel program.

Economics 132T—Investments (5-0-5). Prerequisite: Economics 127T.

A study of stock and bonds, market operations, investment mathematics, investment policies and financial statements.

Economics 133T—Business Finance (5-0-5).

Financial promotion and organization of business firms; problems of financial administration; failures; financial rehabilitation.

Education

Education 201—Orientation to Teaching (5-0-5). Winter.

For the beginning or prospective teacher, this subject offers a broad understanding of the American spirit in education, the place of the school in society, its growth and changing function as a social institution. The problem and discussion approach is used.

Education 206—Educational Psychology (5-0-5).

Special emphasis is placed upon developing competencies on the part of the prospective elementary and high school teachers in understanding and applying the psychological principles involved in the

learning and development of children and youth. Supervised visits will be made to schools for observation and study, when possible.

Engineering

Engineering Graphics 113—(0-6-2).

Topics of study include lettering (capital and lower case); the use of the instruments; geometric construction; orthographic projection; emphasis on descriptive geometry concepts as applied to the solution of problems involving orthographic projection of solids, auxiliary views, and points, lines and planes.

Engineering Graphics 114—(0-6-2). Prerequisite 113.

Topics of study include the solution of problems involving points, lines and planes by use of the revolution method; intersection of surfaces; warped surfaces: the development of surfaces. Practical applications are emphasized.

Engineering Graphics 115—(0-6-2). Prerequisite, 114.

Topics of study include sections and conventions; dimensioning; pictorial representation; detail sketches; shop processes; assembly drawings from detail sketches; working pictorial sketches; introduction to charts and graphs; reproduction processes, ink tracing on cloth; graphical calculus.

English

Students will be assigned to freshman English according to results of tests taken before the beginning of the term.

English 100—*Freshman English* (4-2-5). Fall, Winter and Spring.

This is a course in expository writing. An effort is made to gain a thorough knowledge of sentence structure. Through practice, the student tries to achieve logical, coherent, and correct expression. A handbook of composition is used, and models of good writing are studied.

Students who are placed in English 100 will also be required to spend two hours a week in the reading laboratory. Successful completion of this work will be necessary in order to receive credit for English 100.

Students who are assigned to this course must make a grade of C before taking English 101.

English 101—Freshman English (5-0-5). Fall, Winter and Spring. Prerequisite: Assignment to this course is based on entrance test results or the successful completion of English 100.

This is a course in writing in which the aim is the achievement of a standard acceptable in any professional field. Through practice and the study of models, the student works toward clarity, unity, coherence, correctness, and worthwhile subject matter. A library paper is written during the term.

English 102—Freshman English (5-0-5). Fall, Winter and Spring. Prerequisite: English 101.

Literature studied in this course comes from the two principal early sources of our culture: early Greek literature and the Bible. The works read are the *Iliad*, the *Odyssey*, Greek drama, Genesis, the Saul-David story in Samuel and Kings, and the Prophets.

English 201—Sophomore English (5-0-5). Winter and Spring. Prerequisite: English 101, English 102.

The study of literature continues with Shakespeare, poetry, novels, and short stories through the nineteenth century.

English 202—Sophomore English (5-0-5). Winter and Spring. Prerequisite: English 101, English 102, English 201.

Modern literature, including novels, poetry, and drama, is studied.

English 227—Modern Drama (5-0-5). Fall.

Class reading and discussion of modern plays from Ibsen's "Ghosts" to Miller's "Death of a Salesman." The course is centered on appreciation of drama and improving of oral interpretation through reading selected plays aloud.

English 228—Fundamentals of Speech (5-0-5). Winter.

Basic principles and practices of speech. The course gives some attention to the physiological make-up of the speech mechanism, phonetics, gesture, articulation, pronunciation, and regional speech differences. However, it consists primarily of practicing the fundamentals of speech through a wide variety of formal, informal, extemporaneous, impromptu, and group participation speech exercises.

English 230—Principles of Theatre Art (5-0-5). Spring.

A study and discussion of the fundamentals involved in the development of dramatic art and in the staging methods which have been and are now utilized in producing drama. The course will develop chronologically and will relate directly to historical events and to the changing form and method of writing for the stage.

English 231—The Nineteenth Century (5-0-5). Spring

A survey of the most important verse and prose written in England and the United States during this period.

French

French 101-102—Elementary French (10-0-10). Fall and Winter.

A course for beginners. The approach is primarily oral, and daily practice with tape recordings is required. Students who own tape machines may have tapes recorded for home practice.

No credit for graduation or transfer will be given until the sequence is completed. No credit will be given for these courses if two years of high school French have been presented for entrance credit.

French 201—Intermediate French (5-0-5). Spring. Prerequisite: Two quarters of college French or two years of high school French. Review grammar, oral practice, reading of selected texts.

French 202—Intermediate French, continued (5-0-5). Winter. Prerequisite: Three quarters of college French or three years of high school French.

Further reading of texts, oral and composition practice.

French 204—French Classical Drama (5-0-5). Spring. Prerequisite: French 202.

Selected plays of Corneille, Moliere and Racine.

Geography

Geography 111—World Human Geography (5-0-5).

A survey of world human geography, emphasizing population characteristics, topographic features, distribution of economic activities and geo-political problems within the major geographical regions. Consideration of adequacy of resources to support expanding world populations.

German

German 101-102—Beginning German (10-0-10). Fall and Winter.

Drill upon pronunciation and elements of grammar, conversation and the training of the ear as well as the eye. German is used as much as practicable in the classroom instruction. The course includes reading of texts and translations, conversation, dictation, and dialogues.

No credit for graduation is allowed until sequence is completed.

No credit will be given for these courses if two years of high school German have been completed.

German 201—Intermediate German (5-0-5). Spring. Prerequisite: Two quarters of college German or two years of high school German.

Grammar review and comparative grammar are studied for the purpose of enabling students to write compositions. Short stories are read; and conversation is practiced.

Health

Health 111—Personal and Community Health Problems (5-0-5).

This course considers the meaning of health and factors influencing health behavior; health problems as related to the individual; overview of world, national, state and local health problems; community health organizations; mobilizing and evaluating community health resources. The legal aspects in community health and the laws governing reportable diseases is given special attention.

History

History 100—Survey of American History (5-0-5).

This course is designed to satisfy the state law requiring that all students receiving degrees shall pass an examination on the history of the United States and of Georgia.

History 114—An Historical Introduction to Contemporary Civilization (5-0-5). Fall and Winter.

This course comprises a chronological survey of the main currents of political, social, religious and intellectual activity in Western Civilization from the time of the ancient Mediterranean civilizations to the present era. Selected topics and periods are studied in greater detail by a careful reading of works by Plato, Dante, Machiavelli, Descartes and others. Classes will meet three hours a week for lectures by the history staff and two hours a week in small groups for discussion.

History 115—A Continuation of History 114 (5-0-5). Spring and Summer.

(For History 114 and 115 classes will meet three hours a week for lectures by the history staff and two hours a week in small groups for discussion.)

History 224—History of England (5-0-5). Winter.

A study of English political and social institutions from early times to the present with special emphasis given to developments since the Tudor period.

History 225—Recent European History (5-0-5). Fall.

This course is designed to provide an opportunity for detailed study of major national and international developments in European affairs from about 1870 to the present time. Special emphasis is devoted to the First World War and new developments in Europe following that war and the complex of world events which preceded the Second World War.

History 226—Recent American History (5-0-5). Winter.

This course has as its purpose the examination of the most important events and movements, political, social and cultural, in American life from about 1865 to the present time.

Home Economics

Home Economics 232—Nutrition (5-0-5).

The requirements of different individuals for energy, protein, minerals and vitamins; foods as a source of daily requirements, and the relation of food and the state of nutrition of an individual to physical fitness.

Home Economics 235—Nutrition Education for Teachers (5-0-5).

A study of the diet habits of Georgia school children and the relation of nutrition to health. Emphasis is placed on how teachers can enrich school and community programs and improve the health of school children through nutrition education.

Mathematics

Mathematics 9—Intermediate Algebra (5-0-5). Fall, Winter and Spring.

Some elementary properties of real numbers are studied. This includes a survey of the field properties of the set of real numbers. Properties of powers, roots, and absolute value are treated. The axioms

for the order relation are given, and an introduction to solution of inequalities is given.

An introductory study of axiomatic systems and symbolic logic precedes elementary set theory, functions, and graphs of functions. Some concepts from the theory of numbers, and the theory of polynomials are also studied.

Mathematics 100 (5-0-5), Integrated Algebra and Trigonometry.

A short review of elementary operations when real numbers is given. The concepts of function, and the graph of a function are emphasized. Special emphasis is placed upon logarithmic and exponential functions and their graphs. The trigonometric functions are defined by the unit circle definition; various properties of the trigonometric functions are developed. Some aspects of complex numbers are considered before the theory of equation is studied. The theory of matrices and determinants is applied in the solution of systems of equations. After some basic concepts of sequences are given, mathematical induction is studied and applied to sequences of statements. The theory of inverse functions includes the inverse trigonometric functions and their graphs. Methods of finding solution sets for trigonometric equations are considered.

Included in this course are the main topics from Mathematics 101 and Mathematics 102. It is recommended for students transferring to the Georgia Institute of Technology or other engineering schools.

Students who are transferring to colleges in which such an integrated course is required should be advised to consult with Mr. Stubbs concerning their qualifications for admission to Mathematics 100.

Mathematics 101—College Algebra (5-0-5). Fall, Winter and Spring. Prerequisites: Two units high school algebra or Mathematics 9.

A brief review of some elementary properties of real numbers is given. Some general characteristics of axiomatic systems are examined. A relatively thorough (but non-axiomatic) development of symbolic logic and set theory is given. The concept of function is defined from that of ordered pairs. Basic theory of numbers and polynomials is studied. An axiomatic development of the structure of the set of real numbers is given. This includes completeness and the Dedekind theorem. The set of complex numbers is described. A careful study of algebraic functions and their graphs precedes the theory of equations.

Matric techniques are applied to the theory of systems of equations. The theory of sequences, mathematical induction, and probability are also treated.

Mathematics 102—Trigonometry (5-0-5). Winter and Spring. Prerequisite: *Mathematics 101*.

After a review of the concepts of function and complex numbers the exponential function, and its inverse, the logarithmic function, are studied. The remaining elementary transcendental functions (the elementary trigonometric functions and their inverses) are treated. The standard properties of the elementary transcendental functions are developed; this includes identities, the definition of the trigonometric functions of angles, and some physical applications.

The theory of vectors is introduced with some applications, and the geometric interpretation of complex numbers is given; DeMoivre's theorem is proved.

Some special topics are considered which include introductory point set topology, complex functions, and infinite series.

Mathematics 103—Mathematics of Finance (5-0-5). Spring. Prerequisite: *Mathematics 101*.

This course gives that background necessary for dealing with problems found in banking, real estate, financing, and accounting; the operation of the compound-interest law in business; simple problems concerning bonds, sinking funds, valuation of properties and annuities. Practical problems in these fields will be emphasized. The necessary aids and short cuts and use of tables and logarithms will be studied.

Mathematics 104—Analytic Geometry and Calculus (5-0-5). Spring. Prerequisite: *Mathematics 102*.

First, some review topics from algebra are considered. From analytic geometry the concepts of coordinates, graphs of equations, the distance formula, and equations of lines are presented. The fundamental concept of the calculus, the concept of limit of a function, is carefully presented using the epsilon-delta definition; the limit theorems are proved. Thus, a foundation for the study of continuity and differentiability is laid. Applications of the derivative include a thorough study of the extrema of functions and inflection points.

Mathematics 201—Calculus (5-0-5). Fall. Prerequisite: *Mathematics 104*.

Conic sections are first studied. The development of the definite integral by using Riemann Sums is based upon some properties of the real numbers, e.g. least upper and greatest lower bounds of sets of real numbers, and the completeness property. A study of the intermediate value theorems is followed by some applications of the integral. Differentiation of transcendental functions, and elementary formal integration are also considered.

Mathematics 202—Calculus (5-0-5). Winter. Prerequisite: Mathematics 201.

Methods of advanced formal integration which include integration by parts and partial fractions are studied. Some applications are: Simpson's Rule, centroids of solids of revolution and of a plane area. Basic properties of continuous and differentiable functions are considered carefully. Methods of parametric equations and polar coordinates are studied with applications. The theory of infinite series includes differentiation and integration of power series.

Mathematics 203—Calculus (5-0-5). Spring. Prerequisite: Mathematics 202.

Solid analytic geometry precedes a study of vectors in two and three dimensions. Partial differentiation is carefully presented, and a proof of the Fundamental Theorem of Algebra is given. Multiple integration is presented with applications. Cylindrical and spherical coordinates are also considered.

Mathematics 235—An Introduction to Finite Mathematics (5-0-5). Spring. Prerequisites: Math 102 or consent of Instructor.

An introduction to logic and set theory give some insight into modern concepts in mathematics. The probability theory which is studied involves probability measure, conditional probability, finite stochastic processes, and the law of large numbers. The study of the theory of vectors and matrices includes the development of the usual vector and matrix operations, and linear transformations; this precedes some concepts from linear programming. Applications are given to the behavioral sciences with some applications to genetics.

Mathematics 238—Finite Mathematical Structures (5-0-5). Prerequisite: Consent of the Department Chairman.

The content of this course is similar to that of Mathematics 235; however, it is more advanced, and the approach is more rigorous.

Music

Music 110—Music Theory. (5-0-3). Fall.

An introduction to the fundamentals of music theory through sight-singing, dictation, part-writing and keyboard harmony. The ability to read notes is essential for this course.

Music 111—Music Theory (5-0-3). Winter.

A continuation of Music 110 with emphasis on part-writing of triads and their inversions, the dominant seventh chord, sight-singing, dictation and keyboard harmony.

Music 112—Music Theory (5-0-3). Spring.

A continuation of Music 111 through derivations and inversions of the dominant seventh chord, triads on all degrees and secondary seventh chords, sight-singing, dictation and keyboard harmony.

Music 200—Music Appreciation (5-0-5). Spring.

A course designed to help the student understand and enjoy fine music. Analysis of form, style and mediums of musical expression from the great periods of musical art. Lectures, discussions and recorded sessions comprise the course.

Applied Music Courses

Applied music courses consist of private instruction in voice or an instrument. Two hours credit is received per quarter with six hours credit possible per year. A special applied music fee is charged for these courses as indicated under the course descriptions.

No practice facilities are available at the college. The student must have access to private practice facilities in order to enroll for applied music courses.

Music 115 a,b,c—Applied Music. 2 hours credit per quarter. One one-hour private lesson per week. Special fee \$48.00.

Music 215 a,b,c—Applied Music. 2 hours credit per quarter. A continuation of Music 115c. Special fee \$48.00.

Philosophy

Philosophy 110—Introduction to Philosophy (5-0-5).

The fundamentals of philosophy, the meaning and function of philosophy, the vocabulary and problems of philosophy, and the relation of philosophy to art, science and religion. Includes a survey of the basic issues and major types in philosophy, and shows their sources in experience, history and representative thinkers.

Philosophy 222—Honors Seminar (5-0-5.)

The Honors Seminar will study some aspects of the nature of man in the natural world. The aim of the seminar will be to integrate what has been approached as specialization in the general curriculum. Instructors from the natural sciences, the humanities and the social sciences will serve as discussion leaders.

This course is open by invitation to sophomores placed on the Permanent Dean's List at the end of their freshman year and to other sophomores who are recommended by their advisors.

Physical Education

Physical Education 111—Conditioning Course (0-3-1). Fall.

Consists of calisthenics, stunts and tumbling, lifts and carries, road work, duel combatives, and simple games.

Physical Education 112—Team Sports (0-3-1). Winter.

Consists of basketball, soccer, speedball and volleyball.

Physical Education 113—Elementary Swimming (0-3-1). Spring.

**Physical Education 114—Officiating of Basketball (1-3-2). Winter.* Prerequisite: P. E. 112 or equivalent.

Consists of a study of rules interpretation and actual experience in coaching and officiating in class and intramural games. Elective credit, except when substitute for P. E. 112.

**Physical Education 204—First Aid (3-0-1). Winter.*

The American Red Cross standard course in first aid.

Physical Education 201—Elementary Tennis (0-3-1). Fall.

**Physical Education 203—Senior Life Saving and Instructors' Course in Swimming (2-3-2). Spring.* May be substituted for Physical Education 113.

Physical Education 205—Folk Rhythms (0-3-1). Spring.

Physical Education 206—Modern Dance for Women (0-3-1). Winter.

Physical Education 207—Tap Dance for Beginners (0-3-1). Winter.

Physical Education 208—Adult Recreative Sports (0-3-1). Spring.

Golf, ping-pong, pool, card games, chess, checkers and other quiet games.

Physical Education 232—Bowling (0-3-1). Winter.

Physical Science

Physical Science 101 (5-0-5). Fall. No prerequisite.

A study of the scientific method and its use in man's solutions of problems in his physical environment. The student learns the fundamentals of physics and acquires familiarity with the basic formulas

*Elective unless substituted as written in course description.

and principles. He learns the similarity of the application of principles involving small particles to larger or planetary particles. If student has completed a course in college physics, no credit will be given for this course.

Physical Science 102 (5-0-5). Winter. No prerequisite.

In this course emphasis is placed on the study of the principles of inorganic and organic chemistry with some examples of the application of chemistry in household, industry, medicine, biology, geology, etc. Here the knowledge of the structure of the fundamental particles of matter (atoms and molecules) is used in the study of the classification of the simple components of matter (elements) and the changes which they undergo to form more complex substances (compounds). If the student has completed a course in college chemistry, no credit will be given for this course.

Physical Science 103 (5-0-5). Spring. No prerequisite.

A survey of elementary geology and astronomy. This course covers what might be termed a "Biology of the Earth", concerning itself with earth materials, weather and climate, rocks and minerals, erosion and sedimentation, vulcanism and diastrophism, the law of uniform change and earth history as interpreted from the rock record. Upon completion of this phase the course progresses to the astronomy phase and the study of the stars and galaxies. Starting with the planetary system of our own sun, the study proceeds to the other stars and stellar systems, including, of course, the nebulae. Finally, the course covers general relativity and cosmology, entering the frontiers of Physical Science to conjecture on the "science of tomorrow."

Physics

Physics 204—General Physics—Mechanics (4-2-5). Fall.

Prerequisite: Mathematics 101 and 102 or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of mechanics. Force and motion, work and power, energy, torque, and properties of gases are included.

Physics 205—General Physics—Electricity (4-2-5). Winter. Prerequisites: Math 101 and 102 or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work covering the fields of magnetism, electric circuits, electric energy and power, electromagnetic induction, and principles of alternating current.

Physics 206—General Physics—Heat, Sound, and Light (4-2-5). Spring. Prerequisite: Math 101 and 102 or consent of the instructor.

Lectures, demonstrations, recitations and laboratory work cover-

ing the fields of heat, sound and light. Under heat will be studied temperature measurement, thermal expansion, heat quantities, heat transfer, and thermodynamics. The study of sound includes wave motion, sound waves, and acoustics. Light includes reflection, refraction, spectra, color, and optics.

Physics 207—Mechanics, Sound and Heat (5-3-6). Fall. Prerequisite: Mathematics 104 or 201. (This course may be taken concurrently.)

Physics 207, 208 and 209 together constitute a thorough course in basic physics for engineering students. This course includes classical physics, and an introduction to modern physics (to which more than one quarter of the three courses is devoted) including the quantum theory of radiation, atomic structure, relativity, X-Ray, wave versus corpuscular propagation, natural radioactivity, nuclear reactions, and artificial radioactivity, nuclear energy and cosmic rays, and the fundamental particles.

The five classroom hours each week include some lectures and films, but the solution of a large number of problems is required, including application of the elements of the calculus.

The laboratory work is designed to give practice in the art of making precise measurements, proficiency in the manipulation of apparatus and added familiarity with some of the concepts of physics. The theory of errors is stressed enough to give students the ability to decide under what conditions the greater expense of more precise measurements is justified.

Physics 207 is an intensive course in mechanics, sound and heat. It includes the study of statics, kinetics, friction, work, power, energy, momentum, machines, elasticity, fluid mechanics, harmonic motion, wave motion and vibrating bodies, temperature-expansion, heat transfer, work and heat, and the laws of thermodynamics.

Physics 208—Electricity, Magnetism and Basic Light Through Geometric Optics. (5-3-6). Winter. Prerequisite: Mathematics 104 or 201.

Physics 208 is an intensive course in electricity, magnetism, and geometric optics. It includes the study of the ideal gas and the atomic view of matter, static electricity, current electricity, magnetism, magnetic fields, electromagnetic induction, capacitance, inductance, alternating currents, electrical instruments, electromagnetic waves, nature and propagation of light, reflection and refraction, mirrors and lenses, optical instruments.

Physics 209—Light Phenomena and Modern Physics. (5-3-6). Spring. Prerequisite: Mathematics 104 or 201, and Physics 208.

Physics 209 continues the study of the phenomena of light, in-

cluding interference, diffraction, and polarization; and then proceeds into modern physics via the quantum theory of radiation, atomic structure, and the theories of relativity (see Physics 207, above). During this quarter laboratory work is on a "senior course" level and is designed to encourage independent thought and to deviate definitely from the somewhat stereotyped work of the preceding quarters.

Political Science

Political Science 112—The Governments of Foreign Powers. (5-0-5).

A study is made of the leading modern political theories, and attention is paid to the structure and powers of the major foreign governments.

Political Science 113—Government of the United States (5-0-5). Fall, Winter and Spring.

A study is made of the structure, theory, and workings of the national government in the United States and some of the major problems of the state and local government. The course shows how developmental practice has created our government as it stands today.

Political Science 114—Totalitarianism and the Free World: Crisis in Civilization (5-0-5). Spring.

This course examines dispassionately the various political ideologies which contend for men's allegiance in the twentieth century: principally fascism, nazism, and communism against the political and economic systems, of the free world.

Psychology

Psychology 100—Psychology of Adjustment (5-0-5). Fall, Winter, and Summer.

This course is an orientation into college and into the choice of a career. Objective aids developed in the field of psychology will be used to discover effective ways of learning in general, and of studying in the college setting. Methods of objective measurements of a person's intelligence, interests, special aptitudes and personality traits will be explored and demonstrated. These will be applied to problems of educational, vocational, and special interest training. Special emphasis is placed upon the understanding of learning processes and the motivation of behavior.

Introductory Psychology 201, 202 (10 quarter hours).

Full 5 hour credit is granted for Psychology 201, Elements of Psychology, taken singly. Psychology 202, Applications of Psychology,

may be elected to complete the two quarter sequence provided that its prerequisite, Psychology 201, has been completed.

Psychology 201—Elements of Psychology (5-0-5). Fall, Winter, Spring, and Summer.

Psychology studies individual behavior by use of various adaptations of scientific observation. This course works with the evidence and concepts pertaining to primary behavior processes which systematic observation has explored. These topics, basic to understanding human behavior, include scientific methodology in psychology, heredity and patterns of growth, processes of learning and retention, adjustment processes as affected by motivation, emotions, and adaptations to frustration and conflict, sensory-perceptual processes leading to objective observation, and the use of these interacting processes for thinking purposefully, objectively, logically and creatively. By the end of the course the student is expected to be able to see these processes interacting in a given example of behavior.

Psychology 202—Applications of Psychology (5-0-5). Spring. Prerequisite: Psychology 201.

The findings, methods and concepts explored in Psychology 201 are applied during this course in four areas of practical investigation. First, an introduction to Experimental Psychology will use class projects to give practical experience in setting up designs for controlled observations. Second, an introduction to Social Psychology will use class projects to give practical experience in some field study and statistical methods of observation in social research. Third, an introduction to Tests and Measurements of individual differences (intelligence, achievement, aptitude and personality) will use class projects on the design and use of psychological tests to demonstrate the clinical and statistical methods of observation. Fourth, an introduction to Clinical and Abnormal Psychology will use the life study and case study methods of observation by exploring and observing the dynamics of emotional sickness as it relates to emotional health. Direction of each section of this course will rotate among members of the psychology faculty.

Psychology 203—Social Psychology (5-0-5). Fall and Spring. Prerequisite: Psychology 201.

This course centers on a study of the individual's interaction with his social groups (family, friendship groups, clubs, church groups, community groups). Forces of need, emotion and interests that bind the individual to his groups and the dynamic forces of group interaction are analyzed. The live laboratory of the class itself is used for experiencing the processes of communication and interaction in a group setting. Special topics of attitude formation, leadership,

group conflicts, social stratification, mass communication, propaganda, public opinion formation and methods of changing group patterns are studied by consulting the reports of responsible studies and by group projects.

Psychology 204T — Applied Industrial Psychology (5-0-5). Prerequisite: Psychology 201.

This course applies psychology to special problems in industry. A study is made of causation in behavior, leadership, testing, training and fatigue, with a view to developing the technique of working with superiors, associates and subordinates. Methods of objective measurements of a person's intelligence, interests, aptitudes and personality traits will be explored and demonstrated. Special problems of personnel management and production will be considered.

Psychology 205—Child and Adolescent Psychology (5-0-5). Prerequisite: Psychology 201.

This course presents tested information on how growth, development and learning affect the behavior of human beings from conception through childhood and adolescence. Systematic study of responsible research in this field, from life-study, clinical and experimental research methods, is the basis for class seminar and lecture. To supplement study of the literature projects are planned for direct observation of child behavior in a nursery school, in various elementary school classes and in informal settings. When possible, special areas receive special study, such as testing programs, problems of exceptional children, child therapy or typical problems in child-parent relations and child placement.

Russian

Russian 101-102—Elementary Russian (10-0-10).

This course consists of grammar, composition, conversation, reading and dictation. No credit will be allowed toward graduation until the sequence is completed.

Social Science

Social Science 104—Contemporary Georgia (5-0-5).

A study of current economic and social statistics as pertaining to agriculture, industry and commerce; population trends and governmental organizations and problems.

Sociology

Sociology 201—Introductory Sociology (5-0-5). Fall, Winter, Summer.

Sociology is the scientific study of human behavior at the group level. This course presents material which has been gathered by systematic and objective studies of human society. Material is introduced from the fields of cultural anthropology and social psychology. In this way an understanding is gained not only of the function of culture as a factor in the socialization of the individual but also of the role of the individual as a member of his own society. Attention is then turned to some of the major institutions of this society, and finally to a theoretical consideration of the operation of social processes.

Sociology 202—Marriage and the Family (5-0-5). Winter, Spring.

This course is designed as a functional approach to the study of the problems of marriage in our society. As a background to a study of the family as an institution marriage customs and family relationships from other cultures are studied. The rest of the course focuses on the individual within our own culture. Each stage in the preparation for marriage is discussed: dating, courtship, engagement, marriage, adjustment to money, sex, religion, in-laws, friends and children. A prominent physician is guest lecturer on specialized information affecting the physical adjustment to marriage and parenthood. Other guest lecturers include representatives from the legal and insurance professions. In this course the student is provided with information which will encourage a mature and objective approach to the problems and responsibilities inherent in marriage and family relationships in our present-day society.

Sociology 203T—Community and Social Problems (5-0-5). Winter and Spring.

The purpose of this course is to study the facts, problems, and programs of community life, using Savannah and Chatham County as resources to supplement information from responsible scientific studies available in the professional literature. In addition to exploring the nature and origins of social problems in general, attention will be directed to such special areas as community physical and mental health, problems of poverty, unemployment, education, government, juvenile and adult crime, care for dependent children, housing, recreation, resources for the aged, problems of community planning, and group conflicts. The course will include seminar discussion, individual study of some problems of special interest, guest speakers and selected field trips. This additional knowledge, understanding and experience with systematic study of community life is aimed to contribute to the student's constructive involvement, as a citizen, in the life of his community.

Spanish

Spanish 101-102—Elementary (10-0-10). Fall and Winter.

These courses are for the purpose of providing the student with the elements of Spanish reading, composition and conversation. No credit for graduation will be given until sequence is completed. No credit will be given for these courses if two years of high school Spanish have been completed.

Spanish 201—Intermediate (5-0-5). Spring.

Prerequisite: Two quarters of college Spanish or two years of high school Spanish.

This course gives the student an opportunity to review the elements of Spanish grammar, conversation and readings.

TECHNICAL INSTITUTE COURSES

Courses are designated as follows:

GT—General Technology for courses which are common to several concentrations.

CT—Chemical Technology.

IT—Industrial Technology.

Civ. T—Civil Technology.

General Technology

**GT 111—Industrial Safety* (1½-0-1½).

A basic study of industrial accident prevention considering the nature and extent of the accident problem. A practical study is given the technique for control of industrial hazards together with the fundamentals of good organization.

**GT 112—Public Speaking* (3-0-3). Prerequisite: English 101 or the equivalent.

Study and practice in the fundamentals of public speaking. The subject includes training in selecting a subject, obtaining and organizing material, and presenting speeches effectively. Each student makes several speeches before an audience.

**GT 113—Technical Report Writing* (3-0-3). Prerequisite: English 101 or the equivalent.

Study of the fundamentals of technical writing style and mechanics with practice in preparing reports of various types most likely to be used on the job by technicians.

*Classes to be conducted at the plant of the Union Bag-Camp Paper Corporation.

Building Construction Technology

BCT 121—Graphics (2-6-5). Prerequisite: Engineering 113.

An introductory study in architectural drawing and the principles of visual design. This subject equips the student with a basic knowledge of drawing sections, plans, perspective and presentation drawing in ink.

BCT 142—Construction Materials and Estimates (5-0-5).

An introduction to the materials most commonly used in the erection of structures, and the preparation of material and labor quantity surveys from actual working drawings and specifications.

BCT 211—Wood and Steel Construction (3-6-5). Prerequisite: Civ. T 143.

A study of the design of beams, girders and columns in both wood and steel. Included is a study of the various timber fasteners, steel and timber trusses and steel frameworks.

BCT 212—Concrete Construction (3-6-5). Prerequisite: Civ. T 143.

A study of the properties of reinforced concrete with the determination of direct stresses and bending stresses in beams, slabs, girders and columns. Laboratory work consists of problems and a study of the methods of testing various concrete members.

BCT 231—Architectural History (3-0-3).

A study of the progress of architecture. The material covered includes a review of architectural forms from early Egyptian to modern Engineered Architecture.

BCT 243—Building Equipment (3-0-3). Prerequisite: Physics 206.

A brief survey of the principles of heating, ventilating, plumbing, air-conditioning, lighting and electric wiring of buildings from the construction point of view.

Chemical Technology

**CT 120—Introduction to Industrial Statistics (3-0-3).* Prerequisite: Mathematics 101.

An introduction to the application of statistical analysis to technical problems. The concept of distributions is developed, simple tests of significance and linear correlation are discussed. Emphasis is placed upon the practical application of statistics rather than upon theory.

*Classes to be conducted at the plant of the Union Bag-Camp Paper Corporation.

*CT 121—*Experimental Design* (3-0-3). Prerequisite: CT 120.

Advanced statistical work, including problems in the determination of the proper procedure to be followed in gaining maximum information from given data. A study of experimental methods designed to produce adequate result data at a minimum expenditure of time and money.

*CT 140—*Basic Wood Technology: Pulping. Pulp Preparation and Pulp Testing, Part I.* (4-0-4). Prerequisite: Chemistry 101, 102.

A brief summary of all commercial pulping processes in use, including a study of wood species, chemicals used, cooking conditions, characteristics of pulp, and recovery processes. Also included is a thorough study of pulping processes now in widespread use in the South, with emphasis on the sulphate pulping of pine.

*CT 141—*Basic Wood Technology: Part II.* (2-4-4).

A comprehensive review of standard mill and laboratory pulp testing equipment and procedures. The interrelationships of different pulp properties are studied, together with the theoretical and practical considerations of permanganate number and other measures of the degree of pulping.

*CT 142—*Paper Making, Paper Converting, and Paper Testing, Part I.* (4-0-4). Prerequisite: CT 141.

The study of the function and operation of the various machines used for the conversion of pulp to the finished product, including the component parts and associated equipment of the fourdrinier machine. A survey of the leading types of machines used in the further processing of paper and paperboard for the production of bags, boxes and similar products.

*CT 143—*Paper Making, Paper Converting, and Paper Testing, Part II.* (2-4-4).

A study of the physical properties of paper and paperboard with emphasis on the characteristics commonly tested. Details of the construction, principle and operation of testing equipment are studied.

*CT 150—*Organic Chemistry* (5-0-5).

Prerequisites: Mathematics 102 and Chemistry 280b.

A classroom survey of the type of organic compounds, their names and structures, preparation, properties and reactions, including electronic mechanisms involved in the reactions.

*Classes to be conducted at the plant of the Union Bag-Camp Paper Corporation.

*CT 151—*Industrial Chemical Analysis* (3-0-3). Prerequisite: Chemistry 280b.

The application of chemical principles to industrial processes of water treatment, paper manufacture, waste disposal, acid manufacture and various other related processes in the paper industry.

*CT 160—*Material Balances* (3-0-3). Prerequisite: Mathematics 101 or GT 114, Chemistry 101, 102, Physics 204, 205, 206.

This course is designed to give intensive, qualitative training in the practical applications of the principles of chemistry and physics to the solution of problems associated with industrial chemical processes. This portion of the course is mainly concerned with establishing material flows through process, including the development of methods of predicting mis-information from generalized principles.

*CT 161—*Energy Balances* (3-0-3). Prerequisite: CT 160.

A continuation of Civ. T 160 to include the energy requirements of chemical process. Insofar as possible the problems are related to actual data from operation in a kraft paper pulp mill.

*CT 162—*Elementary Chemical Process* (4-0-4). Prerequisites: Chemistry 280b, CT 160.

A study of the transformation of energy and heat transfer, evaporation, distillation, drying, and flow of fluids.

*CT 164—*Wood Structures and Properties* (3-2-4). Prerequisites: Chemistry 101, 102, Physics 204, 205, 206.

A course covering the basic process of the formation of wood fibers in the living plant and the changes which occur during and after the life of the plant. A resume of physical and chemical characteristics of southern woods, and the means by which these characteristics may be controlled or altered.

*CT 165—*Industrial Chemistry* (4-0-4). Prerequisite: Chemistry.

The course covers fundamental chemical processes and reactions used in the manufacturing of a large variety of chemical compounds. It also gives a general view of the problems of the chemical industry.

Civil Technology

Civ. T 121—*Elementary Surveying* (3-9-6). Prerequisite: Mathematics 102 or GT 115, or concurrently.

Construction, care and use of surveying instruments; theory and practice of chaining; differential and profile leveling; traversing; com-

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putation of areas and earthwork; theory and practice of stadia and its application to topographic surveying; U. S. Gov't. system of public land surveys; reduction and plotting of field notes; the interpretation and plotting of field notes of topographic surveys.

Civ. T 122—Route Surveying (3-6-5). Prerequisite: Civ. T 121.

Reconnaissance, preliminary location and construction surveys for routes of all kinds, including simple, compound and reverse curves used on highways and railroads; superelevation of curves; computations of earthwork; construction of quantity, mass and haul diagrams. For a final project each laboratory group must lay out a complete highway location with each student submitting a complete set of plans, profiles, cross sections and earthwork computations for this location.

Civ. T 131—Highway Construction (3-0-3). Prerequisite: Civ. T 122.

A study of highway location, grading, drainage, surfacing, maintenance and administration.

Civ. T 143—Mechanics of Materials (5-3-6). Prerequisites: Physics 204 and Mathematics 102 or GT 115.

A study of coplanar forces and force systems, truss solutions, force systems in space, friction and centroids; direct stress, properties of materials, riveted and welded joints, torsions stresses in beams, beam deflection, and columns.

Civ. T 212—Structural Drafting I (0-6-2). Prerequisite: Engineering 113.

Structural steel framing practices and preparation of shop drawing for steel fabrication.

Civ. T 213—Structural Drafting II (0-6-2). Prerequisite: Civ. T 212.

Preparation of detail drawings for concrete structures.

Civ. T 223—Land Surveys (3-6-5). Prerequisite: Civ. T 121.

Theory and practice of land surveying; sub-divisions; filing and recording deeds; U. S. system of land subdivisions. U. S. Coast and Geodetic plane coordinate systems; county and state laws; computations on astronomical observations for azimuth determination. Georgia Land Lot system of land subdivision.

Civ. T 224—Topographic and Contour Surveying (2-6-4). Prerequisite: Civ. T 121.

Theory, description and use of advanced surveying instruments and methods; practice of state and local coordinate systems for cadas-

tral surveys and construction work; field work for the design and construction of engineering projects; use of the Plane Table on topographic surveys; theory, description and purposes of the many types of maps, plans and profiles used by engineers; hydrographic surveying; altimetry.

Civ. T 232—Heavy Construction (3-3-4). Prerequisite: BCT 142.

Heavy construction practices. This subject acquaints the student with the many common pieces of heavy construction equipment and apparatus; operation, use, limitations and maintenance of this equipment are covered along with the methods, organization and management for both large and small jobs. Fields trips are made to construction projects to illustrate the usage of various pieces of equipment.

Civ. T 241—Hydraulics (6-0-6). Prerequisites: Physics 204 and Civ. T 143.

Elementary principles of hydraulics with special emphasis on static pressure, flow through pipes, channels, and over weirs. A survey of the operation of water and sewage treatment plants is included. Several field trips are scheduled.

Electronics & Communications Technology

Elec. T 121—Direct Current Circuits (5-3-6). Prerequisite: GT 114.

Fundamental concepts of D-C, including electron theory, Ohm's Laws, Thevenin's and Superposition Theorem and other theorems which aid in the simplification of networks. A comprehensive study of D-C instruments and measurements and their use in the laboratory to determine and verify the basic principles of electricity. Laboratory experiments to coincide with classroom study.

Elec. T 122—Alternating Current Circuits I (5-3-6). Prerequisites: Elec. T 121 and GT 115.

The fundamental study of sinusoidal voltages and current waveforms—the resistive, inductive and capacitive circuits along with their combinations. Series and parallel networks. A comprehensive study of vector analysis and complex notation. Laboratory experiments to coincide with classroom study and to verify theoretical work—become familiar with oscilloscopes.

Elec. T 131—Basic Electronics (5-3-6).

Basic study of the control of free electrons in elementary electronic circuits. Electron emission, classification and characteristics of high-vacuum tubes, tube characteristics curves. Rectification, amplification,

amplification factor, trans-conductance plate resistance, load lines, stage gain and basic amplifier circuits. Types of bias. Classification and characteristics of gas-filled, vapor-filled, and cathode ray tubes. Hard-tube and soft-tube voltage regulator circuits. Conversion efficiency, ripple factor and circuit analysis of single-phase, half-wave, full-wave and bridge rectifier circuits.

Elec. T 234—Semiconductors (3-3-4).

Familiarization of transistors, diodes and other semiconductor devices. Theory, application and operational characteristics of semiconductors. Laboratory experiments to include investigation of transistors and other semiconductors circuitry and behavior.

Elec. T 241—Communications Circuits I (5-3-6). Prerequisite: Physics 205.

Study of the operating principles of telephone equipment and circuits. Local-battery and common battery manual exchanges, step-by-step and all-relay automatic exchanges. Basic relay circuits for digital control. Matched transmission lines for audio frequencies, distributed and lumped line constants, pads and attenuators, constant-k and m-derived filters for low-pass, high-pass, band-pass and band-elimination. "Pi", "T", and "LL" sections.

Elec. T 242—Communications Circuits II (3-3-4). Prerequisites: Elec. T 261, or concurrently.

Micro wave technique concepts and practical applications. Impedance-matching concepts and methods, transmission-line circle diagram, propagation, standing waves, basic antenna theory, antennas for low-frequency and high-frequency applications, and high-frequency measuring techniques, including radar and transmitting and receiving systems.

Industrial Technology

**IT 120—Manufacturing Processes (3-0-3).* Prerequisites: Mathematics 101, or GT 114, Physics 204.

This course is designed to familiarize the student with machine tools and basic manufacturing operations.

**IT 121—Production Organization (3-0-3).* Prerequisites: Economics 101, 102, and IT 120 or approval of the instructor.

Problems in planning for production budgeting, plant location, machinery and equipment selection, building and service selection, maintenance planning, plant layout, materials handling, storekeeping planning, personnel organization, employee selection and training.

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**IT 122—Economic Analysis (3-0-3).* Prerequisites: Business Administration 101 and IT 121 or approval of the instructor.

Problems in economic, financial and intangible analysis. A study is made of the technique of making a decision among alternatives on the basis of comparative cost and suitability. A study of quality control methods is included.

**IT 123—Production and Cost Control (3-0-3).* Prerequisites: Business Administration 101 and IT 121 or approval of the instructor.

Problems in factory operation, including scheduling, planning and detailed control of production, as well as the analysis and control of costs of manufacturing.

**IT 124—Time and Motion Study (3-0-3).* Prerequisites: IT 121 or approval of the instructor.

The study of working procedures to determine the best method, the best human motions and the time standard or measure of human efficiency.

**IT 125—Mechanical Methods (0-4-2).* Prerequisites: Engineering 103, Mathematics 102 or GT 115, IT 124 and Physics 204.

The course is designed to familiarize the student with machine mechanisms and jig and fixture design, including actual designing of simple machines, jigs and fixtures.

**IT 126—Advanced Time and Motion Study (3-0-3).* Prerequisite: IT 124 or approval of the instructor.

A continuation of IT 124 designed for students specializing in this field.

**IT 127—Data Presentation (3-0-3).* Prerequisite: IT 124 or approval of the instructor. (CT 120 may be substituted with consent of instructor.)

Problems in graphical and numerical analysis of data. Problems in presenting data in the most efficient and least costly form in terms of time required for use. Simple graphs and charts, alignment charts, families of curves and multi-variable charts.

**IT 128—Personnel Motivation (3-0-3).* Prerequisite: Psychology 204T.

The course gives primary consideration to human factors in the design, approval and installation of personnel practices, procedures and systems. The case study method is used.

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